

RSVP Etiquette:

Host:

- Provide all needed details
 - Date
 - Time
 - Location
 - If a reception will follow
 - Information for housing

- Include:
 - Telephone number
 - Email address
 - Some instruction on how to reply

- Include DRESS
 - Grand Officers have 3 main outfits or uniforms and it is very important for them to know which one they should wear to the event
 - Texas Uniform (blue, red, or white shirts), Short white, or Formal

- Using email is a very efficient, fast, and less costly way of sending invitations

- Make sure to have a deadline of when they need to RSVP

- If a big event, consider sending a 'Save the Date' announcement 4 to 6 months in advance

Recipient:

- Respond to ALL invitations (*whether they be by mail or electronically*)

- If the invitation says "Regrets Only" you only need to RSVP if you CANNOT go, otherwise you are already counted to be there

- Do not answer yes to the RSVP and fail to show up
 - Only a very serious event should prevent you from going and you should contact the host and let them know you can no longer attend the event