

RSVP Etiquette

Host:

Provide all needed details

- Date
- Time
- Location
- Dress for all attendees – (*Reference Dress Code on txiorg.org website*)
- If a reception will follow
- Information for housing

Include

- Telephone number
- Email address
- Some instruction on how to reply
- Make sure to have a deadline of when they need to RSVP

Using email is very efficient, fast and less costly way of sending invitations. “Do not put the invitation on Facebook”

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 email 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