

How to Create a Party Invitation

Whatever your reason for throwing a party, you're getting into the mood to celebrate. Now all that's left is finishing the party planning and sending out the invites. Sending party invitations is the best way to communicate to your guest what it is that you are celebrating and what the event is all about. When creating your party invitations, there are a few things to think about with the party invitation wording. That's why we're here. We'll help you figure out how to write a party invitation before you pop them into the mail. Whether you're throwing a birthday party or a graduation celebration, we've got plenty of ideas below.

Guidelines on Invitation Wording for Parties

The following guidelines are the basic questions you need to answer in your party invitation. This information can be summarized as the who, what, when, where, and why of the party. The five W's of party invitation wording are described as the following:

- **Why:** Use the wording and design of your party invitation to tell the guest exactly why you are throwing the party. If it's for a birthday party, make sure to include who it's for and age they are celebrating. Same goes for graduation, list which education milestone they completed and who it is that is graduating.
- **Who:** Provide the name of the host for the party. If it's a child's birthday party, make sure to also list the parents' names and contact information.
- **What:** Tell the recipients what the event is all about and what to expect. This is the description of your theme, activities, and any requests of the guests.
- **When:** Make sure to be clear about the date and time of your party. Always include the day of the week as well. For instance, Sunday May 22nd from 2:00 PM to 4:00 PM.
- **Where:** Be clear on the location. If the party is held off-site, meaning not at your home, give not only the physical address but also the name of the business and phone number for directions.

Steps for How to Write a Party Invitation

Besides making sure your invitations are clear and legible, you should also follow these steps to ensure your guests have all the details and information they need.

1. **Make a Guest List:** Making a guest list ahead of time will help you make sure you don't leave anyone out of the party. It will also give you a clear estimate of how many people to expect and plan for.
2. **Establish a Theme:** Picking a party theme is important to help give your party a cohesive look and feel. This theme will be used in everything from the invitations to the decorations.
3. **Find a Location and Date:** Once you settle on a location for your party, you'll want to choose a date that not only works with most of your guest's schedules but that also works with seasonality and expected weather. This is the most important information to include on your invitations.
4. **Pick an Invitation Design:** This invitation design should not only follow your chosen theme, but it should appear clear and legible to your guests.
5. **Address the Recipient by their Proper Name:** On the envelope you should address your guest by their titles such as "Mr.," "Mrs.," "Ms." or "Miss."
6. **Include the five W's in the Invitation:** Making sure the who, what, when, where, and why is covered within the invitation ensures that your guests get all the information they need.
7. **RSVP And Other Details:** Provide the guests with a phone number or email address to contact you. The invitation should also let your recipients know if they are allowed to bring a guest.
8. **Additional Instructions:** If guests need to dress a certain way or bring anything to the party make sure you communicate that clearly on the invitation and provide this information as a reminder during the RSVP call.

Comprehension Questions

After reading the passage, answer the following questions using complete sentences.

1. What are the 5 W's of party invitation wording?
2. Why do you think it's important to include the 5W's in your invitation?
3. What is the first step to writing a party invitation?
4. Why is it important for you to include your contact information on the invitation?
5. What additional information could be included in your invitation?