

Sample Electronic Invitation

Microsoft Publisher

OSU tag

This is a requirement for all OSU print pieces and should not be repositioned.

Date and Time

The day of the week should be included along with the date

Location

RSVP information

This includes RSVP date and contact information (i.e. email address, phone number)



**The College of Veterinary Medicine
invites Sally Smith for**

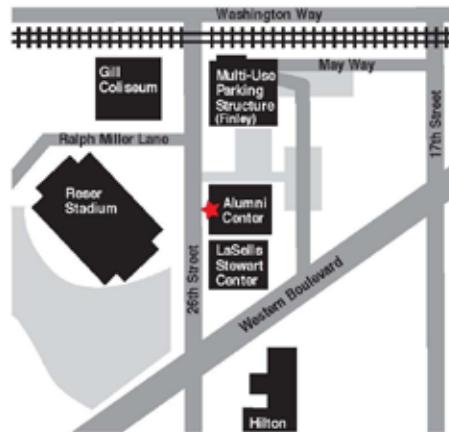
Dinner and Discussion with fellow colleagues

Wednesday, December 14, 2011
5:00 p.m. - 7:30 p.m.

CH2M Hill Alumni Center
Multi-Purpose room

Please reply by December 7.
RSVP@oregonstate.edu
541-737-4717

Please include if you have any special dietary or accessibility restrictions when you reply.



The Alumni Center (★) is located on 26th Street with parking available in the adjacent lots or in the Multi-Use Parking Structure. Parking is free after 5:00 p.m.

The dinner and discussion will be held in the Multi-Purpose room which is located to the right as you walk in the main entrance on 26th Street

For a map of the entire campus go to:
oregonstate.edu/campusmap

Greeting

This includes the host, the invitee, and at times the type of event (i.e. reception, dinner)

Event

This includes the name of the event and at times the type of event (i.e. reception, dinner)

Special instructions

This includes information on dietary and accessibility restrictions as well as any additional information your guest needs to know about the event.

Map/Directions

If the event location is likely unknown to guests, it is helpful to provide them with either a map or directions.