

## Guidelines for:

### INVITATIONS

- Margins – 0.5” all around (OR AS DIRECTED) – *Especially if done with menu*
- Paper size – A5 Portrait or A6 Landscape if single sheet invitation
- Invitation with menu - A4 (letter)
- Center information horizontally and vertically (Alignment option and Page Setup option)
- Main Heading:
  - Font (14-24) (or as instructed)
  - CLOSED CAPITALS or SPACED CAPS
  - WORDART can be used for main heading
- Double spacing for the invitation (or as directed) – sometimes may be asked to use single spacing.
- Single line spacing for menu (or as directed)
- Leave two clear line spaces for insertion of recipient’s name, if applicable (mail merge may be used to insert names)
- Leave at least 1” spacing between the text and the border
- Venue and Address are usually in capital to allow emphasis (larger font, bold or underline may be used) – 1 clear line space after venue, 2 clear line spaces after address
- Initial capital, underline and bold for meal names (2 clear line spaces after typing meal name)
- RSPV may be included in invitation (means please reply) – included with return address and contact information
- Type menu item in separate lines
- Decorative fonts may be used
- Clipart are usually included (ensure relevant or as directed)
- Symbol or pictures or decorated line are used as dividers between meal courses (1 clear line space between course and divider)
- Triple line spacing to separate courses
- Add page or outside border/decorative border from online
- A fill colour may be used as background (light)
- Spell out all abbreviations (if any)
- Apply manuscript corrections (if any)
- Document free from typographical/grammatical error

## **Creating an invitation with menu:**

- ✓ **Option 1:** Both items may be displayed on a letter sized paper in portrait orientation, with the invitation at the top half of the page and the menu on the bottom half.
  
- ✓ **Option 2:** The invitation and menu may be done in a programme format, where page 2 holds the invitation and page 3 holds the menu. Page 4 must remain blank and Page 1 may have the text "An Invitation for You" OR "You are Invited"
  
- ✓ One clear line spacing means Double line spacing
- ✓ TWO clear line spaces mean Triple Line Spacing
- ✓ When no space is between the lines, this means it is typed in Single Line Spacing