

The Final Party Invitation Checklist

Review every detail before you print, post, text, or send.

ESSENTIAL DETAILS

- ☐ Opening phrase or host line
- ☐ Guest of honor and occasion
- ☐ Correct day and date
- ☐ Start time and end time, if needed
- ☐ Venue name and full address
- ☐ RSVP method and deadline

SPECIAL DETAILS

- ☐ Dress code
- ☐ Adults only note, if applicable
- ☐ Food or refreshments information
- ☐ Gift preference, if applicable
- ☐ What guests should bring
- ☐ Parking or entry instructions

PROOFREAD IT

- ☐ Names are spelled correctly
- ☐ The weekday matches the date
- ☐ Times and time zone are correct
- ☐ Address and venue details are accurate
- ☐ Phone numbers and email addresses work
- ☐ Wording matches the event tone

TEST EVERY FORMAT

- ☐ Print one test copy at actual size
- ☐ Check text size and color contrast
- ☐ Review the invitation on a phone
- ☐ Test RSVP and map links
- ☐ Ask someone else to review it
- ☐ Save the final approved version

One Last Look

Read the invitation as if you are a guest. Is it clear what, when, where, and how to reply?

- ☐ Yes. It is ready to send!

NOTES