

# **5 FAH-1 H-920 PREPARING INVITATIONS**

*(TL:CH-2; 05-30-1998)*

## **5 FAH-1 H-921 FORMAL INVITATIONS**

*(TL:CH-2; 05-30-1998)*

Any person responsible for preparing invitations on behalf of the Department must follow the guidelines in the following sections.

### **5 FAH-1 H-921.1 Engraved Cards**

*(TL:CH-2; 05-30-1998)*

a. Use the fully engraved card and semi-engraved card (5 3/4 x 4 1/2") for state occasions, formal luncheons, and dinners from the Secretary and other Department officials.

b. Use engraved cards at post for formal functions held by the Chief of Mission or the principal officer at a consulate. The ambassador may authorize use by the deputy chief of mission and a chief representative of other agencies, such as AID and USIA. See 5 FAH-1 H-921 Exhibit H-921.1.

### **5 FAH-1 H-921.2 Handwritten Invitations**

*(TL:CH-2; 05-30-1998)*

A formal invitation may be handwritten; however, the wording and spacing should follow the engraved model. All words and numbers, except in the address, must be spelled out. See 5 FAH-1 H-921 Exhibit H-921.2.

## **5 FAH-1 H-922 INFORMAL INVITATIONS**

*(TL:CH-2; 05-30-1998)*

a. The invitation for an informal occasion may be extended on a formal card (printed or handwritten), through a personal note, telephone, a calling card, or on a folded informal card. When using a folded informal card, the invitation is written inside the card. See 5 FAH-1 H-922 Exhibit H-922.

b. An informal invitation may contain abbreviations and figures. Use the initials "R.S.V.P." when requesting an acknowledgment.

## **5 FAH-1 H-923 USING TITLES ON INVITATIONS**

*(TL:CH-2; 05-30-1998)*

Use titles only on invitations extended by an ambassador, minister, chargé d' affaires, consul general, or consul in charge of a post. Other officers must use their full names.

## **5 FAH-1 H-924 "R.S.V.P." AND "REGRETS ONLY"**

*(TL:CH-2; 05-30-1998)*

a. On an engraved card, a single strike-through in ink over the engraved "R.S.V.P." is acceptable. When requesting only negative responses, pen in "regrets only" directly below "R.S.V.P."

b. For informal invitations, add "R.S.V.P." or "Regrets Only" in the lower left corner when the invitation is for a meal, or when an acknowledgment is desired.

## **5 FAH-1 H-925 INDICATING DRESS**

*(TL:CH-2; 05-30-1998)*

The type of dress for both formal and informal entertaining may be specified on invitations. Specify either white tie, black tie or business attire in the lower left corner of the invitation, directly below "R.S.V.P." See 5 FAH-1 H-921 Exhibit H-921.2.

## **5 FAH-1 H-926 USING FULL NAMES**

*(TL:CH-2; 05-30-1998)*

a. Use the full name (Mr. John Russell Doe) of the host or hostess on the invitation, but only the surname (Mr. and Mrs. Doe) for invited guests. Show the full name of guests on the envelope.

b. When addressing an envelope for an invitation to an ambassador and spouse, the first name is omitted. For a married female ambassador, the correct address is to "The Honorable American Ambassador and Mr. Doe." For a married female ambassador with a different surname, the correct address is to "The Honorable American Ambassador and Mr. James Johnson."

c. When addressing an envelope or an invitation to a married couple with different surnames, the correct address is to "Ms. Mary A. Smith and Mr. John Q. Doe."

d. For more information on using titles see 5 FAH-1 H-426 Exhibit H-426, Forms of Address.

## **5 FAH-1 H-927 FUNCTION LOCATION**

*(TL:CH-2; 05-30-1998)*

Indicate the place where the function is to be held in the lower right corner of the invitation. If acceptance is to be made to another location, indicate the address or telephone number of that location after the words "reply to," directly below the words "R.S.V.P" in the lower left corner.

## **5 FAH-1 H-928 REPLIES TO INVITATIONS**

*(TL:CH-2; 05-30-1998)*

a. Invited guests should reply to formal invitations within a day of receipt. Write acceptance or regrets in longhand on the front page of good, white, formal stationery (5" x 7 1/4"). See 5 FAH-1 H-928 Exhibit H-928.

b. Write replies in the same form and language as the invitation received. Although it is not necessary to explain regrets, it is courteous to do so.

c. An invited guest should use the full name of the host and hostess on the envelope, but only the last name on the written reply itself. Guests must also use their own full names on the reply and show the date of response in the lower left corner of the card.

d. Guests should reply promptly to informal invitations by personal note or by telephone.

## **5 FAH-1 H-929 UNASSIGNED**

**5 FAH-1 H-921 Exhibit H-921.1**  
**ENGRAVED INVITATION (FORMAL)—**  
**DEPARTMENT**

*(TL:CH-2; 05-30-1998)*



*On the occasion  
of the  
Dedication of the  
United States Veterans Memorial Museum  
The Secretary of State  
requests the pleasure of your company  
at luncheon  
on Wednesday the twenty first of April  
at twelve-thirty o'clock*

*R.S.V.P.  
(202) 647-1735*

*The Benjamin Franklin Room  
The Department of State  
Twenty-second and C Streets, N.W.*

# Continuation - 5 FAH-1 Exhibit H-921.1



***The Secretary of State***  
***requests the pleasure of your company***

***at dinner***

***on Friday, the tenth of May***

***at seven o'clock***

# Continuation – 5 FAH-1 H-921 Exhibit H-921.1

In honor of His Excellency the Minister of Finance  
and Mrs. \_\_\_\_\_.



The American Ambassador and Mrs. Bowers

request the honor of the company of

Mr. and Mrs. Jones

at dinner

on Wednesday, the third of August

at eight o'clock

*R.S.V.P.*  
*Black tie*

*(address optional)*

**5 FAH-1 H-921 Exhibit H-921.2  
HANDWRITTEN INVITATION (FORMAL)**

*(TL:CH-2; 05-30-1998)*

*Mr. and Mrs. John Russell Doe*

*request the pleasure of the company of*

*Mr. and Mrs. Brown*

*at dinner*

*on Tuesday, the fourth of July*

*at eight o'clock*

***R.S.V.P.  
Black Tie***

***570 Dupont Street***

**5 FAH-1 H-922 Exhibit H-922  
HANDWRITTEN INVITATION (INFORMAL)**

*(TL:CH-2; 05-30-1998)*

***Luncheon***

***Saturday, May 10***

***one o'clock***

***R.S.V.P.***

***304 South Street***

**Continuation - 5 FAH-1 H-922 Exhibit H-922**

***Friday, September 21  
Cocktails 6 - 8***

***Mr. and Mrs. John Jones***

***R.S.V.P.***

***304 South Street***

**5 FAH-1 H-928 Exhibit H-928  
FORMAL REPLY ON CARD (ACCEPTANCE)**

*(TL:CH-2; 05-30-1998)*

**Mr. and Mrs. James Robert Jones  
accept with pleasure  
the kind invitation of  
Mr. and Mrs. Jackson  
to dinner  
on Thursday, the first of May  
at eight o'clock  
200 Manor Avenue**

**Continuation - 5 FAH-1 H-928 Exhibit H-928**

**Mr. and Mrs. James Robert Jones  
regret that they are unable to accept  
the kind invitation of  
Mr. and Mrs. Jackson  
to dinner  
on Monday, the tenth of October**

Mr. and Mrs. James Robert Jones  
accept with pleasure  
the kind invitation of  
Mr. and Mrs. Jackson  
to dinner  
on tuesday, the first of May  
at eight o'clock  
200 Manor Avenue

Mr. and Mrs. James Robert Jones  
regret that a previous engagement  
prevents their accepting  
the kind invitation of  
Mr. and Mrs. Jackson  
to dinner  
on Monday, the first of October

