Creating Invitations

When creating invitations for your next event, please keep in mind who your audience is. It is important that you give pertinent information like:

- Date
- Time
- Location
- Purpose
- Pricing (if applicable)
- RSVP Deadline
- Registration link (if applicable)
- Dress Code (if applicable)
- Contact Person
- University Logo

Don’t forget to proof read the text by at least three other people in your department.

If you would like professional help in designing and/or printing your invitations, contact the University of La Verne Graphics department at (909) 593-3511, ext. 4525 or graphics@laverne.edu.