



RSVP Etiquette



RSVP IS THE ABBREVIATION FOR "PLEASE RESPOND," AND IS DERIVED FROM THE FRENCH PHRASE, "RÉPONDEZ S'IL VOUS PLAÎT." IT'S YOUR HOST ASKING YOU FOR A RESPONSE TO THEIR EVENT, PREFERABLY WITHIN 24 HOURS AFTER RECEIVING THE INVITATION. A RESPONSE ENSURES THE HOST CAN PLAN ACCORDINGLY. RESPONDING ON THE DAY THE RSVP IS DUE IS TECHNICALLY PERMISSIBLE, BUT IT'S FAR MORE POLITE TO SEND YOUR RSVP IN WELL BEFORE THE DUE DATE. BELOW ARE SOME TYPICAL WAYS INVITATIONS ARE EXTENDED AND HOW TO RSVP.

Mailed invitation with a phone number

Call and give your response in person, when possible. Leaving a voicemail is ok to do, but it's not without risk of your host not getting your message. Always include your name and the number of guests that will be attending.



E-mailed invitation

Hit the **REPLY** button and submit your response within the time indicated. Remember to start by thanking them for the invitation. A sample response could be, "Thank you for the invitation. I will attend the event and will have one guest."

E-vite®

Follow the directions to reply, and don't stress out over trumping another guest's witty response. If you opt for "maybe," make sure you follow up with your final answer.

QR Code

QR codes are used to simplify the RSVP process for events. Instead of having to mail an RSVP card or manually type in a website URL to give their response, guests can simply scan the QR code to let organizers know whether they're attending.

Phoned invitation

You can respond right away, or if you prefer not to be put on the spot, say, "Let me check my calendar and get right back to you." Just be sure you do exactly that!



Mailed invitation with a response card

Fill in the card and return it in the enclosed envelope. Reply right away or no later than the date indicated.

Mailed invitation with RSVP and no response card

Send a prompt handwritten reply to the host at the address on the envelope. If it asks for regrets only, you only need to reply if you can't make the event. If your host doesn't hear from you, she's expecting you to be there.

