

Invitations Committee Chair

Responsibilities

- The save-the-dates and invitations set the overall mood and feel for the ball. Work with the Ball Chairs to ensure a unified vision.
- Canva has been used most recently as the platform to design invitations and save-the-dates. Graphic designers have been used in years past.
- Paper Jam was recommended as a source of good quality paper, envelopes, etc.
- Scott Weiland at Pacific Office Automation has generously donated printing to us for many years. Communication and coordination can be tricky. Make sure to establish a good working relationship with your contact there. Start early. The earlier the better.
- Postage has been generously donated for many years by Marialice Wright with CPM Real Estate.
- Design or coordinate design of the Save the Date Cards - can be a postcard or card in an envelope. You can save on postage by sending a postcard.
- Design or coordinate design of the invitations. Check with last year's Reservations Chair to see how many guests used an RSVP card rather than reserving online.
- Quantity - Typically print 50 over the number of mailing addresses. (Usually ends up around 375-400).
- Work with Database Manager to make sure your numbers are accurate.
- Share graphics, etc. with Programs Chair, Website Manager, Audio/Visual Chair (for slideshow) and anyone else who needs access.

Timeline

- ASAP: End of May - Meet with Ball Chairs to discuss vision/theme/design. Look up ideas related to the theme. Also consider speaking with Decorations Committee to coordinate colors/theme.
- ASAP: May/June - Meet with co-chair to review binder and create a project plan/timeline.
- June/July - Meet with graphic designer if using one. Decide on invitation size based on envelope size A7, A9, etc.
- Weekend before Labor Day - Mail Save-the-Dates. Get STD mailing list from Database Chair.
- Early September - Finalize design graphics and get proof and print files. Get QR code for RSVP from Greater Giving Chair.
- October - Final printed invitations, RSVP card, inner envelope, outer envelope.
- Last week of October - Mail invitations. Be working closely with Database Manager to get final mailing list.
- Two weeks before Ball - RSVP Date. Final headcount goes to RVCC one week prior to event.
- First Friday of December - Date of Ball

Budget

- Graphics - \$1,500 (in 2022 using a graphic designer)
- STD Printing - \$0
- STD Tassels - \$40 (in 2022)
- STD Stamps - \$195 (unless donated)

- Invitations Print - \$0 (donated by Pacific Office Automation)
- Envelopes - \$186.90 (500-A2/500-A7)
- Stickers - \$152.14 & \$16.43 (HC seal for back of envelope plus the QR coder errata)
- Envelope printing+bulk mail - \$255.86 (Bulk mail through Pronto Print was very reasonable compared to first class stamp. Pronto Print gives a 10% non-profit discount)