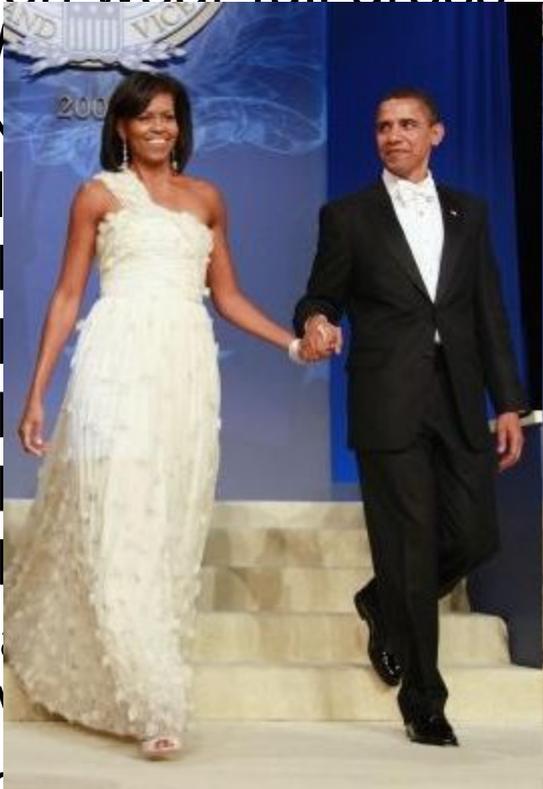


# Writing a Formal letter of Invitation

# White Tie

- A White Tie or Ultra-formal invitation requires men wear full dress, with white tie, vest, shirt,



Note that the use of white tie and morning dress has become fairly rare in some countries (such as the U.S. and Australia), where black tie is often worn to the above events.



MEN

- Black tie, morning dress
- White tie, white waistcoat, white shirt, white bow tie, white cummerbund
- White tie, white waistcoat, white shirt, white bow tie, white cummerbund, white pocket square
- White tie, white waistcoat, white shirt, white bow tie, white cummerbund, white pocket square, white gloves
- White tie, white waistcoat, white shirt, white bow tie, white cummerbund, white pocket square, white gloves, white shoes
- White tie, white waistcoat, white shirt, white bow tie, white cummerbund, white pocket square, white gloves, white shoes, white socks
- Black tie, morning dress, white waistcoat, white shirt, white bow tie, white cummerbund, white pocket square, white gloves, white shoes, white socks

WOMEN

- Formal (floor-length) evening gown

# Black Tie (Formal)



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# Black Tie Or

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## MEN

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## WOMEN

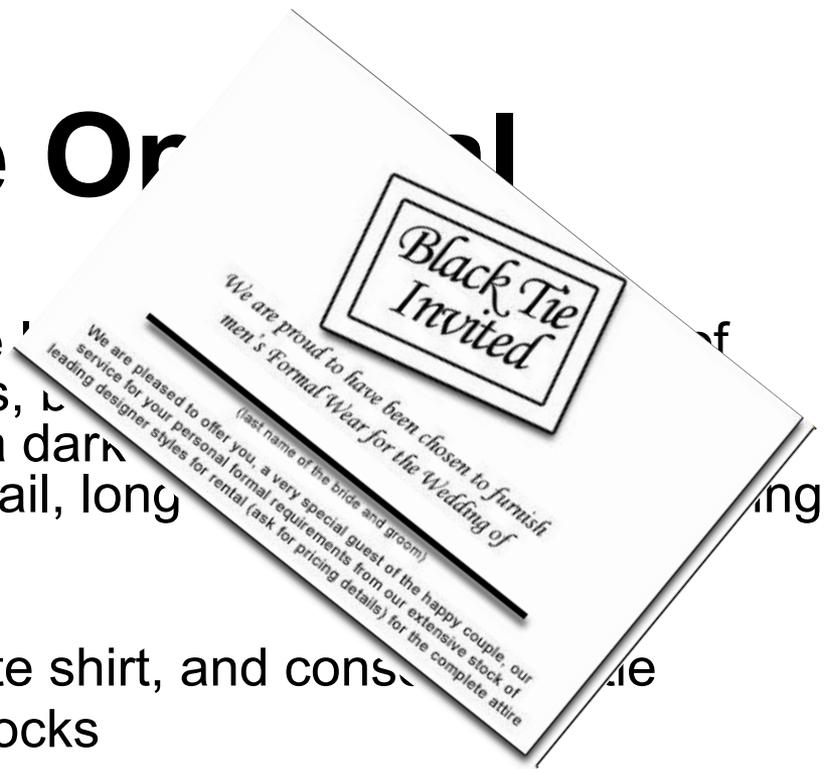
- For
- dressy cocktail dress
- a little black dress
- dressy separates



Black Tie  
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 cocktail, long

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 dark socks

ng gown



# Creative Black Tie

- Creative Black Tie leaves room for trendy interpretations of formal wear. He can go more modern with a tux — maybe a black shirt, no tie. She wears long or short dresses or evening separates.
- Sometimes, themed parties call for dress codes like Texas Black Tie or other variations of Creative Black Tie. In that situation, you can have more fun with it, choosing a dressy look with a theme

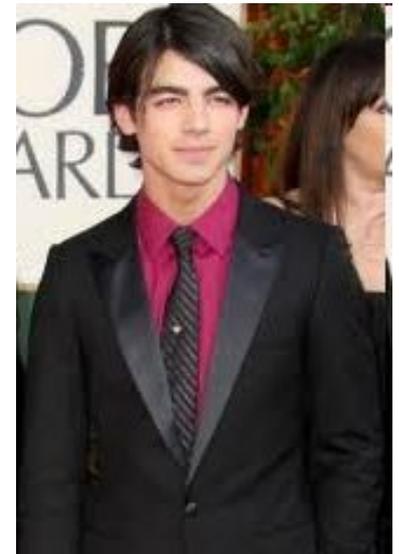


- MEN

- Tuxedo combined with trendy or whimsical items, such as a black shirt or a matching colored or patterned bow tie

- WOMEN

- Formal (floor length) evening gown
- dressy cocktail dress
- your little black dress
- fun or unique accessories



# Cocktail Attire

means short, elegant dresses for her and dark suits for men can also wear black slacks with a great blouse or



s suit

- matching vest (optional)
- dress shirt
- conservative tie
- dressy leather shoes and dark socks



## WOMEN

- Short afternoon or cocktail dress
- a little black dress
- long dressy skirt and top
- dressy separates



# Semi-formal

- Semi-formal attire is not as formal as business formal, but it is still considered professional.
  - Daytime attire is appropriate for semi-formal events.
- Business Formal is the same as Semi-Formal for men, but for women it suggests that women opt for more tailored dressy suits and dresses (nothing too slinky or sexy).

## MEN

- Dark, business suit
- matching vest (optional)
- dress shirt
- conservative tie
- dressy leather shoes
- dark socks

## WOMEN

- Short afternoon or cocktail dress
- a little black dress
- long dressy skirt and top
- dressy separates



# Informal

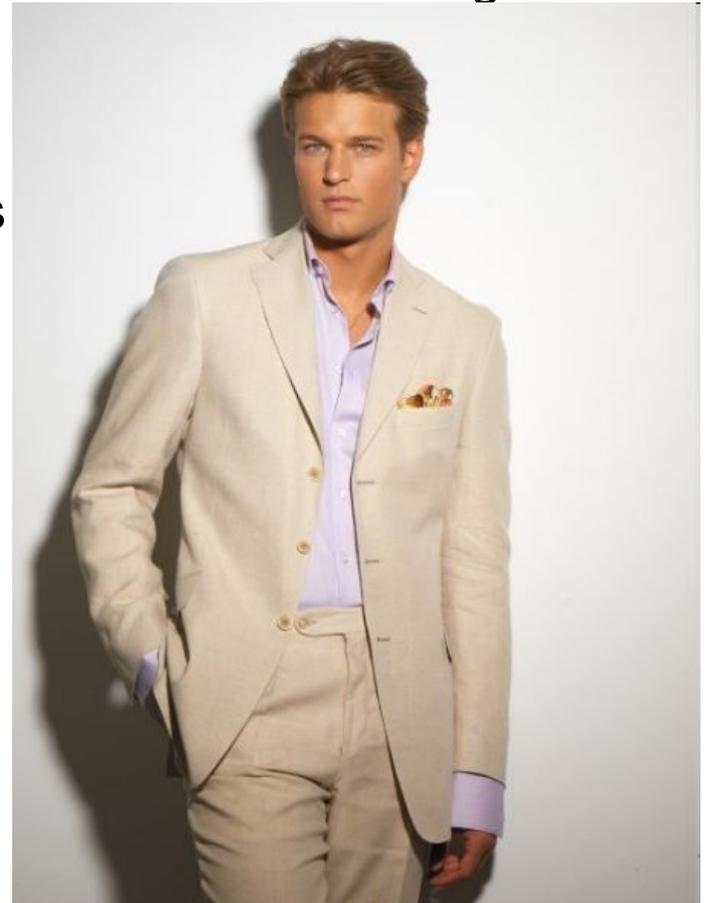
- Informal is often interpreted as the same as Casual but it actually calls for the same dress as Semi-Formal — dark suits for him, short dresses for her — especially when associated with a wedding or special event.

## MEN

- Seasonal sport coat or blazer and slacks
- dress shirt, casual button-down shirt
- optional tie
- open-collar or polo shirt

## WOMEN

- Dress
- skirt and dressy top
- dressy outfit
- nice jeans and dressy top



# Business casual

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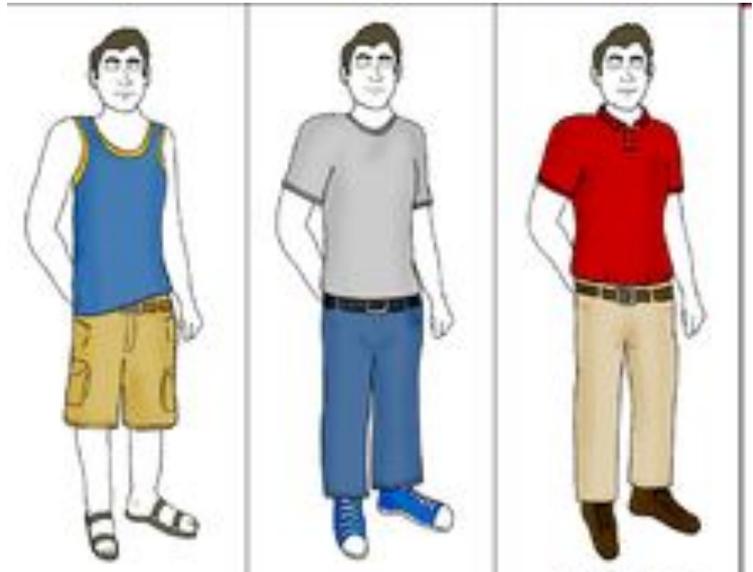
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- Business casual
- Black Tie (Semi-Formal)
- Smart Casual
- Business casual
- Business (Informal)
- Streetwear



# RSVP



- Répondez s'il vous plaît
- “reply please”
- is requested on formal invitations
- below the details of the invitation
- respond as soon as possible

*R.S.V.P. by June 25, 2009*

*M* \_\_\_\_\_

\_\_\_\_\_ *Accept with Pleasure*

\_\_\_\_\_ *Decline with regrets*

- **A5** (After 5 - после пяти) - если нет других дополнений, то это коктейль или другое мероприятие после 17.00.
- Мужчина надевает костюм любых цветов, галстук не обязателен, женщина - коктейльное платье или нарядные сепараты (отдельные предметы одежды, не составляющие комплекта).

Возможные варианты - A5 Semi-formal, A5 Casual.

**Casual** (свободный стиль одежды), **Informal** (неформально) - такой стиль возможен на корпоративных вечеринках, пикниках, барбекю.

- Одеваясь, следует принимать во внимание характер и место проведения мероприятия. Возможно, следует лучше одеться элегантно, чем непринужденно.
- Ответственные деловые встречи могут предполагать следующие коды:  
**Btr** (Business Traditional) или **Undress** (традиционный деловой костюм или повседневная форма одежды) - обычный деловой костюм.  
**Bb** (Business Best - самый строгий и дорогой деловой костюм) - предполагает лучший деловой костюм и для мужчины и для женщины.

**Total White** (в белом с головы до ног)  
**Green Party** (вас ждут в чем-нибудь зеленом).

Существует интересная тонкость, относящаяся к одежде женщин. В коктейльном платье девушка свободна в выборе компании: она может прийти и уйти одна, со спутником, сменить партнера в ходе вечера. Вечернее же платье "в пол" подразумевает обязательное наличие кавалера.

**S.t.** (sine tempore - лат.) - вовремя, без опоздания

**C.t.** (cum tempore - лат.) - с опозданием не более чем на четверть часа



Dear Maria,  
Next weekend of  
visit. I plan to  
Saturday, Ma  
chance to say  
there.  
We will be cook  
even get ano  
your comforta  
Sincerely.  
Jail

R.S.V.P. 491-19

23 Kirkland Drive  
Lexington, Kentucky 40502  
May, 6, 2011

Dear Jail,  
Thank you for your invitation  
to the cookout at your house on  
Saturday, May 20, at 3:00 P.M.  
There's nothing I would like more than  
to see Luis again, and the cookout  
Sounds great.  
See you on the 20<sup>th</sup>.

Sincerely,  
Maria

612 West Gohno Road  
Lexington, Kentucky 40502  
May 2, 2011

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you to be  
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sure to wear

- You and your (spouse/ friend) are cordially invited to attend a (dinner/ banquet) (in honour/ to celebrate)...
- The dinner will be held on (month, date. day) at (location).
- Cocktails will begin at ... with dinner at ...
- We are looking forward to seeing you

- *Dear Deborah:*
- You have been our valuable customer for a long time. You have visited our store regularly for last five years. We are inviting you for a special event organized by our store. The event is a Preview Showcasing our Winter Fashion Collection 2009. The event will be held at the store on Tuesday evening, December 1, 2009 from 7.30 pm to 11.30 pm. The fashion show will be followed by a dinner. There will be a fashion show that will feature our brand new winter collection before hitting the market. You will get special discounts on shopping for \$1500. There are draws on the winter collection.
- The event is for special invitees and valued customers. In order to attend the event, you need to confirm your attendance by contacting Susan Johnson at (212) 340-0908 by November 25th. On the evening of the event, you need to bring the original invitation letter to participate in the draws.
- The organizing team looks forward to meet you at the event, share the winter collection and enjoy the evening with us.
- *Yours sincerely*
- *Patricia White*

- <http://dressedtoat.wordpress.com/2011/04/22/the-party-dress-code-uncoded/>