

Event Invitation Tips

- Determine mode—Email? Snail mail? Think about the mood you want to set.
- Get personal—Who doesn't love to receive a personalized invitation? Especially when asking friends to a serious event, it's nice to make a personal connection and let them know why you've chosen them.
- Be timely—Calendars fill up quickly! Get an event on people's radars four to six weeks early so they can plan accordingly. And link your event to a significant date (i.e., Holocaust Remembrance Day, International Women's Day, World Day for Water, etc.).
- Be enticing—Providing food? Drinks? Get people excited with the promise of good grub!
- Be informative—Don't forget the basics (date, time, address, purpose, book or film details, etc.).
- Request an RSVP—Get a sense of how many people will be in attendance so you can streamline the planning process.
- Show your passion—If you care about human rights work, it will show in the invitation! Explain why you're taking the time to host an event educating your community about AJWS.

***Need more inspiration? Check out the invitation templates below!**

Template Invitation Text: Shabbat Dinner

Dear Sam,

I would be delighted to have you join me on Friday, March 10th, at 6:00 p.m. for a Shabbat Dinner to benefit American Jewish World Service (AJWS)*.

Together, we will bring in the Sabbath, enjoy some good food and discuss social justice and human rights from a Jewish perspective. This event is a great opportunity to learn more about the work that AJWS and its global partners do to promote positive change worldwide.

I hope you'll join me—and please think about inviting a friend or colleague who might be interested in learning more about AJWS and why I'm so passionate about its work.

To RSVP, please email me at emily@gmail.com or give me a call at 123-456-7890 by March 6th so I can plan accordingly. Dinner and dessert will be kosher-style, and wine will be served.

My address is: 123 Union Avenue, Union, New Jersey 07083.

Looking forward to seeing you there!

Warmly,

Emily

***American Jewish World Service (AJWS)** is the leading Jewish organization working to promote human rights and end poverty in the developing world. AJWS defends civil and political rights; advances sexual health and rights; promotes land rights and climate justice; and aids communities in the aftermath of disasters. AJWS pursues lasting change by supporting grassroots and global human rights organizations in Africa, Asia, Latin America and the Caribbean and by advocating for U.S. and international policies for justice and equality worldwide.

Template Invitation Text: Book Club

Dear Sam,

I would be delighted to have you join me on Thursday, March 9th, at 7:30 p.m. for a book club to benefit American Jewish World Service (AJWS)*.

We will be reading the AJWS-recommended book *Mighty Be Our Powers* by Leymah Gbowee, which chronicles the life of a woman who helped lead her nation to peace—and emerged as an international leader who changed history. I chose this title because I'm personally inspired by the author's journey from hopelessness to empowerment, and I want to have an in-depth discussion with a group of informed and likeminded readers. This event is a great opportunity to learn more about the work that AJWS and its global partners do to promote positive change worldwide.

Mighty Be Our Powers can be purchased on Amazon and at Barnes & Noble.

I hope you'll join me—and please think about inviting a friend or colleague who might be interested in learning more about AJWS and why I'm so passionate about its work!

To RSVP, please email me at emily@gmail.com or give me a call at 123-456-7890 by March 6th so I can plan accordingly.

The book club will meet in room C at the Union Library, 123 Library Way, Union, New Jersey 07083. Light refreshments will be served.

Looking forward to seeing you there!

Warmly,

Emily

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Template Invitation Text: Film Screening

Dear Sam,

I would be delighted to have you join me on Wednesday, March 8th, at 7:00 p.m. for a private film screening to benefit American Jewish World Service (AJWS)*.

The AJWS-recommended film that we will be screening is *Tall as the Baobab Tree*. Join me to experience this captivating film, which explores the pervasive issue of child marriage in India. This event is a great opportunity to learn more about the work that AJWS and its global partners do to promote positive change worldwide.

I hope you'll join me—and please think about inviting a friend or colleague who might be interested in learning more about AJWS and why I'm so passionate about its work!

To RSVP, please email me at emily@gmail.com or give me a call at 123-456-7890 by March 3rd so I can plan accordingly.

The film screening will take place at the Union Screening Room at 123 Motion Drive, Union, New Jersey 07083. Popcorn and snacks will be served!

Looking forward to seeing you there!

Warmly,

Emily

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