

Create and Design an Event Invitation

**OBJECTIVE:**

To create an invitation to an event

**PROJECT OVERVIEW:**

There are few more gratifying things to receive in your mailbox than an elegant, personalized invitation to an upcoming event, whether it's a wedding, birthday party, anniversary, graduation party, or some other fun-filled festivity. In this project, you will use your desktop publishing software to create an invitation for an upcoming occasion in your life.

**GET TO KNOW WHAT YOU'RE DESIGNING:**

Today, with people using less intimate modes of communication such as e-mail, instant messaging, voice mail, and other high-tech methods, personalized invitations are a wonderful way to express care and consideration to the recipient. A personalized invitation is a timeless way to graciously request the presence of someone whose company you cherish.

**STRATEGIES AND DESIGN TIPS TO FOLLOW:**

1. Choose appropriate fonts that coordinate with the occasion of your invitation. If the occasion is formal, such as a graduation, consider using an elegant, script-style font. If the occasion is more festive, such as a beach party, consider using novelty fonts such as Comic Sans.
2. Choose graphic images that help illustrate the occasion of the invitation. For a wedding invitation, you might use a silhouette-style graphic of a bride and groom standing at an altar, symbolizing an exchange of wedding vows.
3. Carefully read through all parts included in this project. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.

Project #20: Create and Design an Event Invitation *(continued)*



INSTRUCTIONS:

1. Using your desktop publishing software, create a new document.
2. Save the file as "**Event Invitation**" to the "Publish It!" folder.
3. Set up your document using the "Page Setup Instructions" provided on the next page.
4. Complete the "Content and Design Steps to Follow" provided below.
5. Proofread your work carefully for accuracy, design, and format.
6. Resave the file.
7. Print a copy of the document. Refer to the "Suggested Printing and Finishing Instructions" provided below.



CONTENT AND DESIGN STEPS TO FOLLOW:

1. Decide on an event or occasion to create your invitation for.
Examples: A birthday party, anniversary, graduation
2. Include the following on your invitation:
 - A title indicating the occasion being celebrated
 - The date, time, and location of the event
 - Special instructions to the recipient, if any
Example for creating a birthday invitation: "Bring your bathing suits"
 - An R.S.V.P. request (include a deadline for the recipient to respond by)
 - One or two graphic image(s) appropriate for the message
3. Add additional text and/or graphic elements to help enhance the look and design of the document.
4. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.
5. Go to Step 5 in the "Instructions" provided above.



SUGGESTED PRINTING AND FINISHING INSTRUCTIONS:

1. Print the document on cardstock or colored paper.
2. Use scissors to trim the invitation.

Project #20: Create and Design an Event Invitation *(continued)*



PAGE SETUP INSTRUCTIONS:

- # of pages:** 1
- Dimensions:** 8.5 x 11 inches
- Margins:** .5 inches on all sides
- Orientation:** Portrait
- Other:** Using the rectangle tool, draw a rectangle that measures 5 inches wide by 7 inches tall, giving it a 1 pt. border. Position the rectangle in the center of the page. Place the contents of your invitation within this rectangle.

