

## **APPENDIX E**

### **ISSUING OF INVITATIONS**

1. Where invitations are addressed to individuals, their rank followed by (Rtd) if appropriate, as well as their post nominal letters, if known, and office held should be used.
2. The invitation which should be addressed to the principal representative should make it clear if it is transferable to other members of the organisation.
3. The invitation should provide:
  - a. Time of the event and when guests should be seated.
  - b. Location of event (with GPS co-ordinates if possible).
  - c. Dress code. (See also Appendix F).
  - d. The requirement to lay a wreath/plant a cross.
  - e. The need for association banners and their time of arrival.
  - f. Any events (e.g. lunch) before or after the memorial service.
4. Invitations should be extended at least six weeks before the event.