



# *Invitations*

SPECIAL EVENTS

*Affair d'Arte*  
of the  
Couture Social Correspondence



# Let's get personal

## CUSTOM INVITATION INFORMATION

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Best Time to Contact You:

Day Phone: \_\_\_\_\_

Cell/Evening Phone: \_\_\_\_\_

### DATE OF EVENT

Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_  am  pm

### TYPE OF EVENT

- |                                               |                                                         |                                        |
|-----------------------------------------------|---------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Bar/Bat Mitzvah      | <input type="checkbox"/> Retirement                     | <input type="checkbox"/> Baby/Juvenile |
| <input type="checkbox"/> Gala/Soirée          | <input type="checkbox"/> Milestone Birthday/Anniversary | <input type="checkbox"/> Awards        |
| <input type="checkbox"/> Tributes / Memorials | <input type="checkbox"/> Other _____                    |                                        |

### TYPE OF AMBIANCE *(the style your invite needs to convey)*

- |                                                  |                                                          |
|--------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Elegant & Classic       | <input type="checkbox"/> Playful & Lighthearted          |
| <input type="checkbox"/> Romantic                | <input type="checkbox"/> Avant Garde & Bold              |
| <input type="checkbox"/> Modern & Contemporary   | <input type="checkbox"/> High Style Couture              |
| <input type="checkbox"/> Conservative & Simple   | <input type="checkbox"/> National Dress or Costume Theme |
| <input type="checkbox"/> Sophisticated & Stylish | <input type="checkbox"/> Other, Specify _____            |

### YOUR COLOR SCHEME

Please give us a description of your preferred color(s), include swatches, or PMS (Pantone Matching System) Color Number(s), or any visuals that would help convey your preferences.

---

**TOTAL QUANTITY INVITATIONS NEEDED**

\_\_\_\_\_ Include supplements for keepsakes and additional guests. (Minimum 50 units)

**WILL THIS BE A DESTINATION EVENT?**

If yes, where is the location? \_\_\_\_\_

**PROJECTED INVITATION BUDGET** *(excluding mailing postage)*

\$\_\_\_\_\_ each

**INVITATION SHAPE**

- Square
- Rectangle
- Scroll
- Custom Shape
- Envelopment
- Other, Specify\_\_\_\_\_

**ENCLOSURE TYPE**

- Standard Envelope
- Lined Standard Envelope
- Mailing Tube
- Scroll
- Silk Presentation Box
- Silk Presentation Envelope
- Message in a Bottle
- Other, Specify\_\_\_\_\_

**EMBELLISHMENTS OR NOVELTY ITEMS**

- Floral/Botanicals
- Photographs\*\*
- Fabrics
- Silk Tassels
- Beads or Charms
- Handmade Papers
- Swarovski Crystals
- Jewelry Items
- Feathers (type)\_\_\_\_\_
- Ribbons
- Artwork
- Other, Specify\_\_\_\_\_

**TYPE OF FONT STYLE PREFERRED**

- Casual
- Formal Script
- Decorative
- Whimsey
- Calligraphic
- Business
- Contemporary
- Non-Script

**PERSONAL MONOGRAM TO BE INCORPORATED**

- Initials
- Logo type custom
- Organization logo
- Full names
- Corporate logotype supplied by client
- Other

Please specify names/initials: \_\_\_\_\_

**PRINTING PROCESS** - *(left to right, least to most expensive)*

- Hi-Resolution Laser
- Offset Printing
- Thermography
- Letterpress
- Foil
- Hand Calligraphy

**INVITATION COMPONENTS NEEDED** - *(Check all that apply)*

- Invitation/Announcement
- Reception Card
- RSVP & Envelope
- Pre/Post Celebration Insert
- Directional / Valet / Map Card
- Event Program
- Save the Date
- Menus
- Table Seating Card
- Event Personalized Postage Stamp
- Other, Specify \_\_\_\_\_
- Is this organization a 501 (c) (3)?    Yes    No

Please tell us anything that you think would help us to conceptualize and implement an invitation that would reflect your distinct personalities visually. If you have a link that you would like to share, please do.

---

---

Event Particulars and details

---

---

---

# About our process

## CONSULTATION

Fill out our request form and we will schedule an appointment for an initial consultation. During our initial consultation we will establish your vision of style and expectations of your event. Prior to submitting the on-line form, kindly take a moment to tell us your estimated allowance and quantity of invitations you will need. We'll conceptualize and execute your vision, however we must consider your financial parameters when implementing your project. Affair of the Arte's custom wedding invitations begin at \$7.00 per ensemble.

## DESIGN

Affair of the Arte will create two original, mock-up designs utilizing the information provided by you through your on-line form and initial consultation. To proceed, we will require a non-refundable \$150.00 design fee, however, your design fee will be credited towards your final order.

## REVISIONS

Your initial design fee will also include two revisions as well as additional swatches if necessary. We will continue to refine your correspondence to perfection....it is that easy! Additional series of revisions may be billed at \$50.00 per hour, also applied towards your final order.

## ORDERING

Upon final approval of all physical samples, digital proofs and color, we will require a 50% deposit of your total order. We will then begin the production and fulfillment process. Balance of payment will be required upon completion, plus applicable tax and shipping fees. Visa and/or MasterCard are accepted, sorry, no COD's. Delivery time is 2-6 weeks, rush orders may be at additional cost.

Kindly return your completed form to:

**AFFAIR OF THE ARTE**  
6440 Sky Point Drive, Suite 140-344, Las Vegas Nevada 89131

Studio (912) 210-9905  
Email [cierrabrooklynayers@me.com](mailto:cierrabrooklynayers@me.com)  
Web [www.affairofthearte.com](http://www.affairofthearte.com)



# *A word about images*

## **\*\* SUBMITTING PHOTOS / IMAGES**

If you are using a scanner to submit your photos, please make sure your images are scanned at 300 dpi for the best resolution quality. You may submit your photos in one of two ways. To submit a digital image, you may e-mail us a JPG or TIFF format, or you may send us a disk with the images you wish to use. If you have an original photograph that you would like us to scan and enhance, please mail that to us well packaged and insured. \*All photographs will be returned to you with your completed order.

## **PHOTO REQUIREMENTS**

If you are electronically submitting a digital photo we accept JPEG and TIFF with a minimum resolution of 300 dpi. Please do not re-size the original image before sending it to us. We will make any necessary changes in order for your photo to fit properly. With all of our photo announcements you have the choice to have your photos printed in color or in black & white. All color photos will be converted to black and white at no additional charge. Please note that the quality of the final product depends on the quality of the original photo that is supplied to us.

## **COPYRIGHT & PROFESSIONAL PHOTOGRAPHY**

Affair of the Arte respects and upholds the legal rights of photographers and image authors. It is UNLAWFUL to reproduce images that are copyrighted without the express written permission of the person or entity that created the original work. If you have a copyrighted image, contact the photographer to request a signed copyright release; once provided, we will keep this for our files. If you choose to scan your professionally taken images on your own, for the sole purpose of making copies, you are assuming the legal risk for violating any copyright.

Please **DO NOT** send copyrighted, professional prints to use for your order without including a written and signed release from your photographer. (***Copyright Indemnification***) The purchaser whose name appears on the order form warrants that the subject matter to be printed by ***Affair of the Arte*** is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The purchaser further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the purchaser agrees to indemnify and hold harmless ***Affair of the Arte*** for all liability, damages and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_