**CLUB INSTALLATION – INVITATION EMAIL**

As a part of sending an invitation to the Chief Guest/Guest of Honour/Special Invitee, it is recommended to ensure the following checkpoints have been covered.

* Proper Usage of Logos
* Name of the inviting club
* Name of the president getting installed
* Names(s) of the guest(s)
* Date
* Time
* Venue
* Aesthetic appearance
* A proper usage of font
* Professional Signature

You can contact the district team in case of any queries.