



## DUCKS UNLIMITED EVENT INVITATION INSTRUCTIONS

[www.duininvite.org](http://www.duininvite.org)

### Signing on to duininvite.org:

Please contact Julie Governatori (901-758-3959 or [jgovernatori@ducks.org](mailto:jgovernatori@ducks.org)) or Jessica Powers (901-758-3899 or [jpowers@ducks.org](mailto:jpowers@ducks.org)) for login and password information.

### Using duininvite.org:

1. Go to [www.duininvite.org](http://www.duininvite.org) and log-in.
  2. Update your **User Information** (Your Information, Chapter Information, and Event Information) and click **"UPDATE"**.
  3. Click on **"Order Event Materials"**.
  4. Choose from event invitations.  
Our selection includes:
    - *The DU Invitation* – A professional invitation with detachable Advanced Ticket Form for the invitees to return at their convenience.
    - *Follow-Up Postcard* – Good for reminding your invitees about the event or notifying them about an event happening soon in their area.
    - *The DU Invitation / Follow-Up Postcard Combo* – Order the Combo to maximize your communication with your invitees about your event.
    - *Sponsor Invitation* – Send formal invitations to your sponsors for your Sponsor Event. Features formal menu and R.S.V.P. card and return envelope.
    - *Sponsor Invitation / Follow-Up Postcard Combo* - Order the Combo to maximize your communication with your invitees about your event.
    - *DU Golf Invitation* – Formatted specifically for Golf events, the DU Golf Invitation highlights your event and sets it apart with a different look and a formal invitation feel.
    - *Pre-Event Postcard & Committee Postcard* – Use these postcards to relay more information about your event. Featuring easily customized areas, both post cards are convenient for getting special information out to your event invitees.
- Click on your choice of invitation.
5. Fill in the form. Click **"View PDF"** button at the bottom of the page to view an online example of the print material that you have chosen and customized. (**\*REVIEW THE INFORMATION FOR ACCURACY**) You may print or save it at this point. After you've verified the information and look of the invitation, click on the **"Proceed"** button at the bottom of the page.
  6. Select a list pull option:
    - *Standard List Pull for Annual Banquets*: Includes Members, Sponsors, and Major Donors associated via zip code or transaction dating back 2 years.

- *Standard List Pull for Sponsor Banquets:* Includes Sponsors and Major Donors associated via zip code or transaction dating back 2 years.
- *Build Your Own Customized List:* Customize class of member included (Members, Sponsors, Major Donors, and Greenwings), and years you'd like to go back (gathers members via zip code and transaction).
- *Request a special list pull from the Event Invitation Coordinator:* If you're still unsure of your list or you'd like to include more specialized instructions (extra zip codes, multiple chapters, etc.), request a special list pull from NHQ.

After customizing your list pull options, **print** your generated invitation list, and click on **"Proceed"**.

7. Select a mailing option. Features include:

- 2<sup>nd</sup> day shipping of unsealed, stamped invitations to Committee for inclusion of additional information with invitation (flyers, brochures, etc.)
- 2<sup>nd</sup> day shipping of unsealed, no postage applied invitations to Committee for inclusion of additional information with invitation (used when Committee wants to include more than 2 additional sheets of paper so they can apply appropriate postage later)
- 1<sup>st</sup> class shipping from the printers to invitees

[NOTE: Postcards AUTOMATICALLY go out 1<sup>st</sup> class straight to invitees]

After you've bubbled a mailing option, type in quantity of unaddressed invitations (handy for inviting people who are not DU Members, but might like to attend your event). **Fill out the shipping address** if you've chosen 2<sup>nd</sup> day shipping and/or filled in a number for unaddressed invitations. Click **"Proceed"**.

8. Your Shopping Cart: Review the materials you've ordered. Mail dates are automatically generated and can later be adjusted by the Event Invitation Coordinator. **Payment for invitations is now made by Ducks Unlimited, Inc.** Click on **"Checkout"**.

## **Your Order Has Been Placed!**

### **On-Line Order Processing:**

Once your order has been placed, NHQ receives an email notification. Julie or Jessica will send you an email proof, once again giving you the opportunity to make changes, correct errors, and verify mail dates. Once approval has been gained for the order by either the Committee, RD, or both, NHQ gives the printer approval to begin printing. Printing takes one week.

### **Faxed or Emailed Order Processing:**

Duinvite.org Online Ordering is the preferred submission method for orders, but we do still accept faxed and emailed orders. Please fill out the Order Form completely and fax (901-758-3886) or email ([jpowers@ducks.org](mailto:jpowers@ducks.org)) your form a minimum of 8 weeks before your event for timely processing. Reference the sample invitation and order form for an idea of how your invitation will look when processed. Once the order is processed at NHQ, you'll receive an email proof, giving you the opportunity to make changes, correct errors, and verify mail dates. Once approval has been gained for the order by either the Committee, RD, or both, NHQ gives the printer approval to begin printing. Printing takes one week.

**PLEASE CONTACT JULIE or JESSICA IF YOU HAVE ANY QUESTIONS, CONCERNS, OR SUGGESTIONS:**

**JULIE** (901) 758-3959, [jgovernatori@ducks.org](mailto:jgovernatori@ducks.org) **JESSICA** (901) 758-3899, [jpowers@ducks.org](mailto:jpowers@ducks.org)