

## **5 FAH-1 H-800 INVITATIONS**

### **5 FAH-1 H-810 EXTENDING INVITATIONS**

*(CT:CH-17; 06-29-2007)*

#### **5 FAH-1 H-811 GENERAL**

*(CT:CH-17; 06-29-2007)*

- a. Invitations are used in the Department and at post for both formal and informal entertaining. Invitations may be extended on an engraved card, a calling card, a folded card, through a personal note, or by telephone.
- b. Invitations should be promptly answered in the same style and language as the invitation received.
- c. This chapter contains guidelines for extending invitations. In the Department, the Protocol Office (S/CPR/C), Room *6635 HST, (202) 647-2663*, should be consulted for questions concerning invitations. Persons at post should consult the protocol officer or the executive section.

#### **5 FAH-1 H-812 STATIONERY**

*(TL:CH-4; 07-31-2002)*

- a. The stationery for invitations extended on the engraved card should measure 5 3/4" x 4 1/2". Stationery may be obtained through the executive office or purchased locally (in English and/or the language of the country). For informal invitations, a formal card, a personal note, or a calling card may be used.
- b. Replies to formal invitations should be sent on white, formal stationery measuring approximately 5" x 7 1/4".

#### **5 FAH-1 H-813 THROUGH H-819 UNASSIGNED**