



# Wildflower Guild

## Junior Cotillion of Temple

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### RSVP Policy

Members (not parents) will RSVP\* by phone by the date listed on the event invitation, whether or not they will be attending the event.

#### When to RSVP:

- **Dances** – Members **MUST** RSVP whether they are attending or not.
- **Etiquette classes** – Members **MUST** RSVP whether they are attending or not.

Members who fail to RSVP for a **dance** or who are *no-shows* to a dance (that is, Members who do not attend the dance and failed to notify the Dance Chairman in advance) **will immediately forfeit their membership** in the Junior Cotillion of Temple.

The RSVP Policy serves two purposes:

- Responding to an invitation is an important skill and courtesy the Junior Cotillion of Temple desires to instill in its Members.
- The by-laws of the Junior Cotillion of Temple stipulate that we have even numbers of boys and girls at each dance. It is important for our Dance Chairmen to plan properly to ensure equal numbers at each dance.

When Members call to RSVP, they must remember to:

- Plan what they say before they make the call.
- Speak slowly and clearly.
- Call only between the hours of 9:00 a.m. and 9:00 p.m.

\* RSVP, *répondez, s'il vous plait*, or "please respond," means that the person sending you the invitation requests that you either accept or decline the invitation.

### RSVP Script

*Member says (slowly and clearly):*

Hello, Ms. \_\_\_\_\_. This is \_\_\_\_\_.

I'm calling to RSVP for the \_\_\_\_\_.

I will / will not be there. Thank you very much for inviting me. Bye!