**Event Save the Date Postcard**

**FRONT PANEL**

Host or Welcome Statement: Susan and Robert Host invite you to save the date for

or

Save the date for

Event Title or Speaker Name: SHORT, CATCHY, ACTIVE EVENT TITLE

Event Subtitle or Speaker Credentials: A Little Explanatory Text, Only if Needed

**Back PANEL**

**On the Angled Postcard design, the Event Title or Speaker Name is repeated here for you.**

**On the Simple Postcard design, the Event Title or Speaker Name and the Event Subtitle or Speaker Credentials are repeated here for you.**

Event Description: Mary Garcia, M.D., UW professor of diagnostic medicine, requests the pleasure of your companyat this special event.

Date: Saturday, Oct. 28, 2017

Time: 6–8 p.m.

Location: Building name if any

Address: 1234 Philanthropy Way W, Seattle, WA

**(NOTE: do not include ZIP codes on postcards.)**

Additional Info:

Your formal invitation will follow in MONTH. If you would like more information about the event, please contact us at medevent@uw.edu or 206.543.7873.

**Back PANEL- Return Address Section**

Logo: Choose the UW Medicine logo (or departmental logo as  
appropriate)

Department (if not included in logo): Advancement should leave this blank

Address: Advancement should leave this blank

Campus box: 358045

Include “University of Washington” in address? Please check this box

City: Seattle

State: Washington

Zip: 98195-8045

**Please remember when you order, no one will stop the job for errors.**

**Make sure you send your copy to Comms for review and your PDF proof before ordering.**

**You are approving the job when you press order.**

**Information you need for ordering**

Shipping Shipment type: Campus Mail or Will Call (select location).

Address: this is *your* address and information, you can save it to your address book.

(You can add another recipient and save it to your address book.)

Payment Budget Number: 66-5016 events

(Or another departments budget number if appropriate.)

Finish Review all your information: Order Number, Order Date and Due Date,   
Shipment Address, Budget Number, Total Costs

**Print out the Finish Screen and share the cost and order number with your events contact.**

**Put the cost into your event spreadsheet.**