

Sample Invitation Presidential Seal The Coastal Carolina University Board of Trustees Host of the Event and President David A. DeCenzo request the honor of your presence for the FOUNDERS DAY RECEPTION Title of the Event AND CONVOCATION in recognition of the University's founding and the contributions of **University Medallion Honorees** Wade K. Baird • Gerald V. Boyles • James C. Benton Sr. Distinguished Alumnus of the Year Honorees Brian D. Forbus '97 Young Alumnus of the Year James F. Marino '13 Monday, the Twenty-First of September Date two thousand and fifteen Reception Reception in James Blanton Park Location Reception Time - at half past five in the evening Convocation Convocation in Wheelwright Auditorium -Location **Convocation Time** - at seven o'clock in the evening Please respond by September 16 Response Info to events@coastal.edu or 843.349.2811 Parking will be available in Additional Info Dress Code Business Attire Kearns and Lackey Chapel lots



Return Envelope

Coastal Carolina University
Office of the President
P.O. Box 261954
Conway, SC 29528-6054

If a response card is included in the invitation package, then "response card enclosed" needs to be printed at the bottom of the invitation.

Be sure to include the department name in the return address to ensure the proper person receives the responses.

Tip: Drop off an extra return envelope to the post office on campus and let them know who in your department the response needs to go to alleviate confusion.

Invitation Envelope



Office of the President P.O. Box 261954 Conway, SC 29528-6054

> Mr. and Mrs. Joseph F. Moore 244 Cumberland Drive Conway, South Carolina 29526