

DUKE LAW RSVP INSTRUCTIONS

Individuals or groups wishing to create an RSVP form for their event may do so using ViewsFlash, Duke University's survey tool, or by using a number of outside services including [SurveyMonkey](#) and [evite](#).

Duke University offers ViewsFlash, a free, web-based survey tool, to its students, faculty, and staff. To gain access to a polling place to create your survey, you should contact the [OIT Service Desk](#) with the name you have chosen for your polling place and the Duke NetIDs of each person who will serve as administrators of the survey.

Once your polling place has been created, you can log into it at <https://survey.oit.duke.edu>. Further resources to help you create your RSVP form can be found on the [OIT website](#).

SurveyMonkey has the option of a free account for a 10-question survey receiving no more than 100 responses. For more questions or responses, the price is \$19.95/month. [Read more about SurveyMonkey's pricing](#).

evite allows you to invite up to 750 individuals to an event. The service offers a number of pre-designed email templates and has an option to ask guests to bring an item (presumably a contribution for a potluck meal) when they RSVP. [Read more about evite's services](#).