

It is recommended that you keep all guest lists for at least three months following an event.

BUILDING A GUEST LIST: USING A SPREADSHEET OR SIGN-UP LIST

Adding Names to the Guest List


Create a spreadsheet and allow members to add guests' names. Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter house. Each member/new members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/new member].

MEMBER NAME	GUEST #1 NAME	GUEST #2 NAME
Anderson, Jeffrey	_____	_____
Doe, James Associate	_____	_____
Peterson, Noah	_____	_____
Smith, John Senior	_____	_____

Utilizing the Guest List at the Door

Sort the finalized list alphabetically by the guest's last name. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

GUEST NAME	MEMBER NAME	SIGNATURE	TIME IN	TIME OUT
Gallagher, Jessica	James Associate Doe	_____	_____	_____
Grace, Jennifer	John Senior Smith	Jennifer Grace	10:04pm	1:32am
Jackson, Andrew	James Associate Doe	Andrew Jackson	11:08pm	11:47pm
MacEllroy, Tabitha	John Senior Smith	Tabitha MacEllroy	10:07pm	12:12am
McNabb, Donovan	Noah Peterson	_____	_____	_____
Trumble, Annie	Jeffrey Anderson	Annie Trumble	9:56pm	11:10pm

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BUILDING A GUEST LIST: USING NUMBERED INVITATIONS

Adding Names to the Guest List

Distribute numbered invitations to each member/new member to give to his guests. These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered. Keep a list with member/new member's name on it and the numbers of the invitations they were given.

<p>The men of XYZ Fraternity invite you to a date party at Macadoo's Restaurant [123 College Street]</p> <p>Friday, February 28th 10:00pm – 2:00am</p> <p>IDs WILL BE CHECKED AT THE DOOR Cash bar for guests over 21 years of age</p>	<p>#001</p>
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Utilizing the Guest List at the Door

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as they turn in the invitation. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

TICKET	GUEST NAME	MEMBER NAME	TIME IN	TIME OUT
#001	_____	Jeffrey Anderson	_____	_____
#002	Annie Trumble	Jeffrey Anderson	9:56pm	11:10pm
#003	Andrew Jackson	James Doe Associate	11:08pm	11:47pm
#004	Shayna Smith	James Doe Associate	10:03pm	1:29am
#005	_____	Noah Peterson	_____	_____
#006	Katy Perry	Noah Peterson	12:01am	1:36am