

SOCIAL EVENT PLANNING

GUEST LIST

DO THE MATH

FIPG recommends only allowing two guests per member/new member at your events.

How many members and new members do you plan to have at the event?

How many guests per member and new member will you allow at the event?

X

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This is the total number of guests you can invite to your social event.

FIPG recommends a limit of two guests per member.

The total number of attendees [members and guests] should not exceed fire code for your venue.

HOW DOES THIS WORK?

Figure out how members will add names to the guest list.

Spreadsheet or Sign-Up List

- Create a spreadsheet and allow members to add guests' names.
- Bring the list to a organization meeting, post it online, or hang it on a bulletin board in an accessible space.
- Each member and 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].

Numbered Invitations

- 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 each member and new member's name on it and the numbers of the invitations they were given.
- During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.

Closed Facebook Event

- Create a closed [non-recurring] event with a specific start and end time.
- Do NOT allow friends to extend the guest list.
- Set the Privacy to "Invite Only."
- A designated member [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.
- Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

Other [Describe]:

How many hours in advance will the guest list be closed? _____

It is recommended that the guest list be closed at least 24 hours prior to the event.

How long will you keep the guest list after the event? _____

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

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SPREADSHEET SIGN UP - CREATING THE LIST

Create a spreadsheet and allow members to add guests' names. Bring the list to a organization meeting, post it online, or hang it on a bulletin board in an accessible space.

Each member and 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].

<u>Member</u>	<u>Guest #1 Name</u>	<u>Guest #2 Name</u>
Cooper, Sheldon	_____	_____
Grant, Fitz	_____	_____
Pritchett, Mitchell	_____	_____

SPREADSHEET SIGN UP - 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.

<u>Guest Name</u>	<u>Member Name</u>	<u>Signature</u>	<u>Time In</u>	<u>Time Out</u>
Farrah Fowler, Amy	Cooper, Sheldon	_____	_____	_____
Lawrence, Topanga	Matthews, Cory	<i>Topanga Lawrence</i>	<i>11:05pm</i>	_____
Pope, Olivia	Grant, Fitz	<i>Olivia Pope</i>	<i>10:35pm</i>	<i>12:50pm</i>
Tucker, Cameron	Pritchett, Mitchell	_____	_____	_____

NUMBERED INVITATIONS OR TICKETS - CREATING THE LIST

Distribute numbered invitations to each member/new member to give to their 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 each member and new member's name on it and the numbers of the invitations they were given.

The men of Alpha Beta Delta invite you to a date party at
 Macadoo's Restaurant [123 College Street]
 Friday, February 28th
 10:00pm – 2:00am

#001

IDs WILL BE CHECKED AT THE DOOR
 Cash bar for guests over 21 years of age

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NUMBERED INVITATIONS OR TICKETS - 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 s/he turns 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.

<u>Ticket #</u>	<u>Guest Name</u>	<u>Member Name</u>	<u>Signature</u>	<u>Time In</u>	<u>Time Out</u>
#001	_____	Cooper, Sheldon	_____	_____	_____
#002	<i>Topanga Lawrence</i>	Matthews, Cory	<i>Topanga Lawrence</i>	<i>11:05pm</i>	_____
#003	<i>Olivia Pope</i>	Grant, Fitz	<i>Olivia Pope</i>	<i>10:35pm</i>	<i>12:50pm</i>
#004	_____	Pritchett, Mitchell	_____	_____	_____

FACEBOOK EVENT - CREATING THE LIST

Facebook can be utilized in the process of planning and creating your guest list. The following are some specific guidelines and reminders for using a Facebook event as your guest list.

When you create your Facebook event, be responsible in choosing how to describe the social event. The contents of your invitation may be public and should be treated as such. Do NOT describe your event in a way that would lead others people to believe you plan to violate any university or organization policies.

Any party/event must be SPECIFIC, and not simply a recurring group. Give it a specific start/end time and location. Do NOT simply create a "XYZ Party" group and attempt to use it as a guest list.

Ensure the event follows these parameters:

- ___ Set the Privacy to "Invite Only."
- ___ Do NOT allow guests to invite friends.
- ___ Do NOT allow members or guests to post photos or videos.
- ___ Designate a Host for the event [e.g. Risk Management Chair].

Once the event is created, the Host should invite each member/new member's guests OR designate a period of time during which members will be given access to add guests to the event [e.g. make each member a Host for 24 hours after a chapter meeting to invite guests].

1. Select the list of guests who identified they will be "Going" to the event.
2. Click "Export guest list" to open the list of attendees in an Excel spreadsheet.
3. Sort the finalized list alphabetically by the guest's last name. Be sure to add the name of the member inviting the guest and leave spaces for the guest's signature, time in, and time out.