

*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 and associate/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/associate/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

# BUILDING A GUEST LIST: USING NUMBERED INVITATIONS

## Adding Names to the Guest List

*Distribute numbered invitations to each member/associate/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 brother and associate 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>	#001
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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 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.*

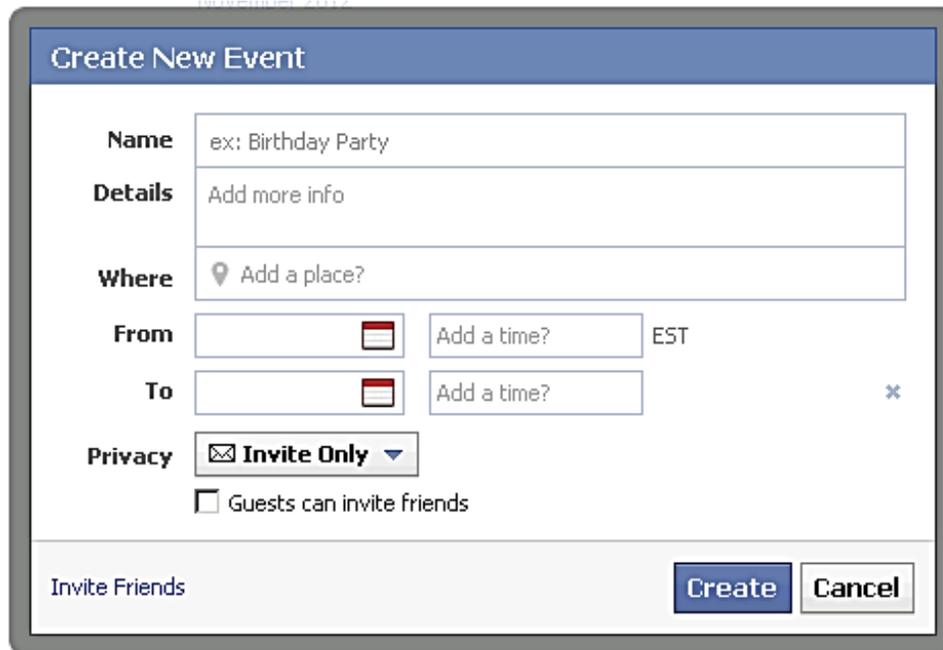
TICKET	GUEST NAME	MEMBER NAME	TIME IN	TIME OUT
#001	_____	Jeffrey Anderson	_____	_____
#002	Annie Trumble	Jeffrey Anderson	9:56pm	11:10pm
#003	Andrew Jackson	James Doe Associate	11:08pm	11:47pm
#004	Shayna Smith	James Doe Associate	10:03pm	1:29am
#005	_____	Noah Peterson	_____	_____
#006	Katy Perry	Noah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



# BUILDING A GUEST LIST: USING FACEBOOK

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.

## Creating the Event



The screenshot shows the 'Create New Event' form on Facebook. The form has a blue header with the text 'Create New Event'. Below the header, there are several fields and options:

- Name:** A text input field with the placeholder text 'ex: Birthday Party'.
- Details:** A text input field with the placeholder text 'Add more info'.
- Where:** A text input field with a location pin icon and the placeholder text 'Add a place?'.
- From:** A date and time selection field with a calendar icon, a text input field with the placeholder text 'Add a time?', and the text 'EST'.
- To:** A date and time selection field with a calendar icon, a text input field with the placeholder text 'Add a time?', and a close button (X).
- Privacy:** A dropdown menu with the selected option 'Invite Only' and a checkmark icon. Below it is a checkbox labeled 'Guests can invite friends' which is currently unchecked.

At the bottom of the form, there is a link 'Invite Friends', a blue 'Create' button, and a grey 'Cancel' button.

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 the FIPG Guidelines or your National/International Risk Management Policy.

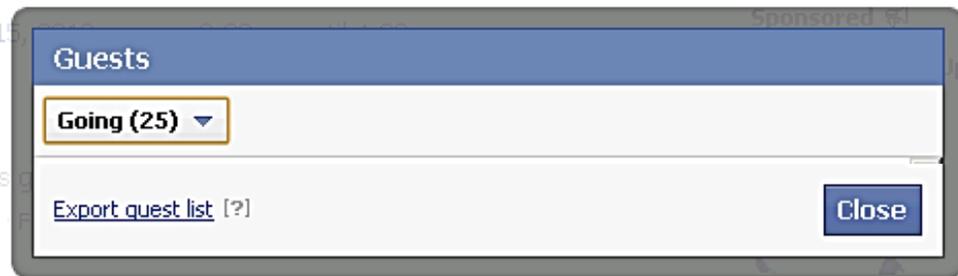
Any party/event must be SPECIFIC, and not simply a recurring group. Give it a specific start/end time and location. Do NOT simply create an "XYZ Party" group and attempt to use it as a guest list.

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/associate 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].

## Utilizing the Guest List at the Door



- 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.