BUILDING A GUEST LIST

Per Sigma Delta Tau's Risk Management Policy, attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. Therefore, invitation guest lists with specific names of all members and invited guests should be generated for each social event your chapter hosts.

CREATING A GUEST LIST

The Vice President of Risk Reduction, or another identified chapter officer, should create a spreadsheet, and allow chapter members to add guests' names. Bring the list to a chapter meeting, share an editable google document, or hang it on a bulletin board in the chapter house. 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. three guests per member/new member].

Example:

MEMBER NAME	GUEST #1	GUEST #2	GUEST #3
Bloom, Dora	Myers, Austin	Gray, Chelsea	
Freund, Regene	Ryan, Veronica		

Some key notes:

- Any non-member being invited to the event should be indicated on the guest list. It is recommended that only students enrolled at the host institution are eligible guests.
- The student or Greek directory is not an acceptable guest list. Specific invitations should be issued to the guest(s) that a member wishes to invite to the event.
- The guest-to-member ratio should not exceed 3:1. You should also take into account the fire code capacity for the venue for maximum number of guests permitted.
- Guests who have caused problems in the past should not be put on future guest lists.

Invitation guest lists should be finalized **24 hours prior to the event** and the final version should be shared with the chapter. After this time, no substitutions or add-ons are permitted.

The chapter should have a process in place for members to share any concerns pertaining to invited guests. For example, upon seeing the final guest list, a member may communicate their concern regarding a guest to the President. The President, with support of the Advisor, will evaluate the concerns, and if determined, notify the member they are not permitted to bring their intended guest. In a situation in which a guest will not be permitted to attend an event, the chapter officer will notify the SDT member – not their guest directly.

MANAGING A GUEST LIST

In preparation for the event, the Vice President of Risk Reduction, or another identified chapter officer, should format the finalized guest list for check-in at the event. Be sure to leave the member's name next to the guest's name, as well as spaces for the guest's time in and out.

Example:

MEMBER NAME	GUEST NAME	TIME IN	TIME OUT
Bloom, Dora	Gray, Chelsea		
Bloom, Dora	Myers, Austin		
Freund, Regene	Ryan, Veronica		

At the event, the event monitors stationed at the entrance should have an accessible copy of the formatted guest list sorted alphabetically by the guest's last name. As each guest arrives, their arrival and departure time should be noted on the guest list.

IMPORTANT NOTE: Members should also be checked in and out with arrival and departure times. A check-in roster should be prepared similarly to the formatted guest list with members' names and columns for time in and out.

Some additional notes:

- Monitors have the right to deny – and should deny - access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.
- Guest lists helps us to know who was at our events and when! An absence of indicated times in and out next to a member or guest's name means that that member or guest did not attend the event.
- It is recommended that your chapter keeps all guest lists for at least three months following an event. Chapters may choose to prepare/store guests list electronically or utilize a chapter filing system.

This resource has been adapted from resources provided by Holmes Murphy Fraternal Practice. For more information and resources, visit www.HolmesMurphyFraternity.com.