BYOB Social Event Guest List Example & Planning Resource
Colorado State University Fraternity & Sorority Life

Event Logistics – Understanding the "Who"

Address of location where event will be hosted:	
Who resides at the location where the event will be hosted?	Note: All residents should be listed here and understood by the chapter, even if a resident is not a member of the organization. If residents at the location where the event will be hosted are non-members, the chapter needs to discuss if those residents have consented to the event being hosted at their residence and have an understanding of how to mitigate impact to that resident.
Which resident will be the primary point of contact connected to the location where the event will be hosted?	Name: Phone: Other Contact Information: Note: While the chapter may have other officers or sober event monitors that act as a point of contact, there should be at least one resident of the location that can be a point of contact in case police, neighbors, or others need to speak to a resident of that address
Which chapter member/leader will be the primary point of contact connected to the event?	Name: Role: Phone: Other Contact Information:

What is an ideal guest size list given the size of the chapter (keeping in mind guest to member ratios, capacity of the venue, and fire code)?
Do the math, based on attendance policy, what is the number of people that can be at your event? Note: The Joint Policy on Risk Management allows for a 3:1 guest to member ratio at BYOB events. Your own organizational risk management policy may have a smaller guest to member ratio. The exception in the Joint Policy on Risk Management is for co-sponsored BYOB events which allows for a guest to member ratio of 1:1 or 10 additional guests per chapter, whichever is larger. Ensure you know how many guests an attend your event.

Number of members and New Members	How many guests per member and new member you will allow at the event (noting the approved ratio for your organization)	Total number of guests that can attend your events (total number of attendees should not exceed the capacity or fire code for the venue)
	X	=

How will you build the guest list?
- ☐ Spreadsheet with member sign up (create a spreadsheet and allow members and new members to add a certain number of guest names)
- ☐ Numbered invitations (distribute numbered invitation to each member or new member and allow that member to distribute to their invited guest(s) tracking which numbered invitation was assigned to which member or new member)
- ☐ Other (for tailgates, guest lists can be built on site if allowed by the (inter)national organization policy)

Keep in mind the following guest to member ratio allowance per the Fraternity & Sorority Joint Policy on Risk Management

Chapter size/Event Type	Maximum Guest: Member Ratio	Submission Date
<15 members	1:6	With BYOB Form
>15 Members	1:3	With BYOB Form
Co-sponsored events	1:1 or 10 additional guests per chapter, whichever is larger	With BYOB Form

Guest lists should track names and birthdays of all members and guests. For BYOB events tracking entry time and exit time may also be helpful. It is also helpful to note the amount and type of alcohol brought into the event by members and guests.

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

Note: the guest list should be closed (unless built on site or amended on site) 24 hours prior to the event.

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

Note: It's recommended that guest lists be kept for at least six months following an event. Remember, guest lists must be submitted with event registration to your governing council at the time of event submission. If there are substantial changes prior to the event and after the event (finalized), a guest list can always be uploaded at https://fsl.colostate.edu/current-students/event-registration/upload-guest-list/

Sample Guest List Example
(building/tracking on site or used when members have used a spreadsheet or sign up to note guests)
Access full template at https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/

Guest Name	Member Name	Attendee Signature	Time In	Time Out	Age

<p style="text-align:center">Using Numbered Invitations Example</p>

1. Distribute numbered invitations to each member/new member to give to their guests. These invitations should be printed or created in a way that they cannot be easily copied. Tickets cannot be sold or bartered. Keep a list with each member's or new member's name on it and the number of invitations they were given.
2. The printed invitations should include event details (time, date, location) and include a unique number. Additional reminders that IDs will be checked at the door can also be included.
3. At the door to the event a guest list should be used that is a sign in sheet to write the guest's name next to the invitation number as the guest turns in the invitation. Be sure to leave the member's name next to the guest's as well as space for the guest's signature, time in, and time out. For example:

Ticket #	Guest Name	Member Name	Signature	Time In	Tiem Out	Age
#001		Joe Smith				
#002		Joe Smith				
#003		Chris Adams				
#004		Chris Adams				

<p style="text-align:center">Using Facebook to Build a Guest List Example</p>

Facebook can be utilized in the process of planning and creating your guest list. Consider the following guidelines:

- Create a Facebook event that is well described and assume the contents could be made public at any time.
- Any event should be specific and not a recurring event. Provide a specific start and end time as well as a location. Do not create a group and attempt to use it as a guest list.
- Ensure the following:
  o Event has a privacy setting of "invite only"
  o Do no allow guests to invite friends
  o Do not allow member or guests to post photos or videos
  o Designate a host for the event (e.g., chapter officer)
- Once the event is created the host can invite each member's and new member's guests or designate a period of time during which member will be given access to add guests to the event (e.g., make each member a host for a certain time period after a chapter meeting to invite guests).
- At the door to the event, the guest list can be utilized by:
  o Selecting the list of guests who identified they will be going to the event in the Facebook event.
  o Click "export guest list" to open the list of attendees in an Excel spreadsheet
  o Sort the list alphabetically by the attendee'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, time out, and age (see previous examples).