BUILDING A GUEST 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		