

Sample Guest List Format
W&M Alcohol Beverage Policy

Individuals or groups sponsoring social functions are responsible for the actions of all guests in attendance at the event. All private events must have a guest list. Guests are defined as those individuals who are known to the host(s) of the function and have previously been identified as invited guests to the function. Guest lists must be approved by the Office of Student Leadership Development by 12 noon on the day of the function or no later than 12 noon on Friday for functions occurring on the weekend. The sponsoring organization must submit to the Office of Student Leadership Development two copies of their guest list with names of all guests. Guest lists must conform to the format provided by Student Leadership Development. The maximum number of guests on a guest list will be two and a half times the occupancy of the room, not to exceed 400 total, without an exception granted from the Campus Event Approval Committee. At no time may the number of guests at a function exceed the maximum occupancy restrictions for that facility. *The signed guest list must be turned into the Office of Student Leadership Development on the first business day following the event. Failure to turn in a guest list, prior to or following the event, may result in loss of privileges. The College reserves the right to confirm the accuracy of guest lists by reasonable means.*

The following template can serve as an effective sample for establishing your event's guest list:

Host Organization Name: _____

Event Name: _____

Date: _____

<u>Guest Name</u>	<u>Member Responsible</u>	<u>Signature</u>	<u>Time In/Out</u>	<u>Birthdate</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				