

Guest List Planner

Preparing your guest list!

You can make an "A" list and a "B" list, but be prepared. People do compare notes about when they received their invitation. Oh yes...they absolutely do.

Invitations should go out six-to-eight weeks before your event; eight weeks to out-of-town guests for sure. Make it eight-to-ten weeks when it's a holiday weekend like Labor Day, Memorial Day or Thanksgiving! Or, I'll have to say I told you so!

You can mail a save-the-date card, especially if your event is corporate or non-profit. For private parties, your guests tend to think a save-the-date is a bit, well, pushy...but do what you think is right.

Calligrapher Information:

Name _____

Communications (phone/fax/e-mail):

Home () _____ Office () _____

Cellular () _____ Pager () _____

Home Fax () _____ Office Fax () _____

E-mail _____

Invitations

Number of outside envelopes available: _____

Addressing inside envelopes? _____ Y _____ N

If yes, number available: _____

Number of invitations to be addressed: _____

Date needed: _____

Color ink requested: _____

Seating Cards _____ Y _____ N

Number of seating cards available: _____

Number of seating cards to be written: _____

Color ink requested: _____

Other: _____

Use ___ fancy calligraphy ___ standard calligraphy

___ handwriting style

Copy this template, fill in information and send a copy to calligrapher.

The _____ List Due: _____

Page ___ of ___

___ Mr. & Mrs. ___ Dr. & Mrs. ___ The Doctors So and So
___ Miss ___ Mrs. ___ Ms.
___ Mr. ___ & guest ___ & family

Name(s) _____

Address _____

City _____ State _____ Zip _____

___ Mr. & Mrs. ___ Dr. & Mrs. ___ The Doctors So and So
___ Miss ___ Mrs. ___ Ms.
___ Mr. ___ & guest ___ & family

Name(s) _____

Address _____

City _____ State _____ Zip _____

___ Mr. & Mrs. ___ Dr. & Mrs. ___ The Doctors So and So
___ Miss ___ Mrs. ___ Ms.
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___ Mr. & Mrs. ___ Dr. & Mrs. ___ The Doctors So and So
___ Miss ___ Mrs. ___ Ms.
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