

Kelley Entertainment  
4215 Harvey St  
Munhall, PA 15120  
Phone: 412-399-3791  
[www.kelleyentertainment.com](http://www.kelleyentertainment.com)

## 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.

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 its a holiday weekend like Labor Day, Memorial Day or Thanksgiving!

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Use \_\_\_ fancy calligraphy \_\_\_ standard calligraphy  
\_\_\_ handwriting style

Copy this templete, 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  
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\_\_\_ Mr. \_\_\_ & guest \_\_\_ & family

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\_\_\_ Miss \_\_\_ Mrs. \_\_\_ Ms.

\_\_\_ Mr. \_\_\_ & guest \_\_\_ & family

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_