PARTY EVENT SECURITY

Guest list & entry checklist

For birthday parties, private celebrations and hired venues

1. Agree your entry arrangements

- ☐ Confirm the venue, guest numbers and arrival / finish times.
- ☐ Name one host who can make decisions during the event.
- ☐ Agree plus-ones, late arrivals and uninvited-guest arrangements.
- ☐ Discuss entrances, exits and guard numbers with your security team.

2. Prepare the list

- ☐ List invited guests alphabetically by surname.
- ☐ Print in at least 12-point type and place sheets in a ring binder.
- ☐ Use full names so guests can be matched to the list.
- ☐ Give the final version to your named host and security team.

3. Brief your guests and team

- ☐ Tell guests in advance what suitable ID they should bring.
- ☐ Agree how guests without suitable ID will be handled.
- ☐ Keep the party address and guest list off public social posts.
- ☐ Share only the guest information needed for entry management.

Planning a party in London?

Discuss guest-list entry and security arrangements with us.

Adapt this checklist with your venue and security team for your event.

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Printable guest list

Sort alphabetically by surname before the event

Event: _____ Date: _____

Named host: _____ List version: _____

Guest full name (surname first)	Group (optional)	Arrived
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
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		☐

Keep this list private. Do not record ID numbers or copies here.

Store securely and dispose of it securely when no longer needed.