



PREPARING A GUEST LIST

Here are a few simple suggestions for preparing an effective guest list. If you have a query that isn't addressed here please call 01236 423735 or email d.tolmie@btinternet.com for more information.

Wherever possible....

Please type your guest list, as errors can occur if Duncan mis-reads handwritten lists.

Please print your list in black text, with separate pages for invitations, envelopes, place cards etc.

Please head each page with your name, relevant item of stationery, and contact number.

Please do not type names or addresses in all capital letters such as 'MR JOHN MACDONALD,' but preferably as 'Mr John MacDonald.'

Please avoid spreadsheet lists using MS Excel, where lines of addresses are split into individual columns across the page, as these can cause confusion.

Please supply guest lists as a hard copy (printed A4 pages), or as an email attachment created in MS Word, Pages etc.

On envelopes, please avoid addresses of only three lines as it can look a little sparse. Add a fourth line by including the post code or county — this will enhance the appearance of the completed envelope. But please try to keep the maximum to five lines to prevent overcrowding.

To achieve the best results, guest lists should be prepared in a format similar to the examples shown opposite.



If you have any questions about preparing your guest list, please phone or email Duncan for guidance. He is always happy to offer advice to help achieve the best results.

