

**Event Guest List and Invitation Worksheet**

**Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Save-the-Date:** Yes\_\_\_\_\_ No \_\_\_\_\_ **E-mail/Mail Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Invitation E-mail/Mail Date: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Invitation Response Deadline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*NOTE: Those who should be considered for elimination if the event is relatively small scale.***

**Master list for all major events**

**WSU Affiliations**

* President and first spouse
* President’s Executive Team – 12
* Council of Deans – 12
* University administrators (associate vice presidents, deans, directors)
* Project or event planning committee members
* WSU Foundation executive staff
* Student Government Association president
* University Staff Senate president
* Faculty Senate president
* Faculty and staff (as appropriate)
* Student groups (as appropriate)
	+ Student Ambassador Society (Undergraduate Admissions)
	+ Shocker Navigators (campus tour guides – Undergraduate Admissions)
	+ Recognized Student Organizations - various (Student Involvement)
		- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* WSU Board of Trustees – 9
* WSU Foundation National Advisory Council – 120
* WSU Foundation Board of Directors – 21
* WSU Alumni Association Board of Directors – 36
* WSU Alumni Association Executive Committee – 10
* Kansas Board of Regents and president/CEO – 10
* \*Related alumni/donors
* \*Related community advisory board

**Local Government (Confer with the Office of Government Relations)**

* City Council and manager – 8
* County Commission and manager – 6
* Wichita Area Chamber of Commerce Board of Directors
* Kansas Chamber of Commerce and Industry Board of Directors
* \*Greater Wichita Economic Development Council Board of Directors

**State Government (Confer with the Office of Government Relations)**

* \*Governor, Lt. Governor, Secretary of State, Attorney General
* Sedgwick County legislative delegation (House and Senate)
* \*South-Central Kansas Delegation (House and Senate)
* \*All Kansas Legislature members
* \*Kansas U.S. Congressional delegation (home office and DC addresses) – 3

**Construction projects-groundbreakings/dedications (add to master)**

* Wichita public building commission (if funded by bonds)
* Contractor, sub-contractor and architect representatives
* Physical plant director and key staff
* Director of facilities planning
* Bond counsel
* Bond underwriters
* Special interest groups
* Metropolitan Area Planning Commission

**Gift Announcements (add to master)**

* WSU Board of Trustees staff members
* Donors, family and friends (get list from donors)
* President’s Club members
* Society of 1895 members (if deferred gift)
* Fairmount Society members
* SASO Board (depending on nature of gift)
* Planned giving council (if deferred gift)
* Special interest groups

**Economic Development Related Announcements, Grant, Research (add to master)**

* WSU Office of Research Administration
* Kansas Inc. Board
* Kansas Technology Enterprise Corporation (depending on nature)
* Kansas Secretary of Commerce and division heads
* Related professional organizations
* Related individuals or organizations (provided by grant recipient)

**Major Academic Announcement (may apply to groundbreakings, dedications)**

* Wichita School Board and superintendent
* Kansas Board of Education
* Area school board presidents and superintendents
* Relevant high school program directors and teachers
* Presidents, deans and key faculty at other Regent institutions
* Presidents of other area colleges (including community colleges)
* Associate deans and department chairs in appropriate areas at WSU
* Faculty in appropriate departments (depending on scale of announcement)

**Alumni Related (add to master)**

* Shocker Hellraisers
* Alumni Association life members
* Honorary life members
* Committee members
* Alumni Association Past President(s)
* Related alumni/donors
* Related community advisory board

**Athletic related (add to master)**

* Shocker Athletic Scholarship Organization Board of Directors
* Intercollegiate Athletic Association Board of Directors
* Intercollegiate Collegiate Athletic Association (ICAA) staff