

Guest's Name	Last Name	Table
Mr. and Mrs. Tony	Hughes	18
Mr. John	Jones & Miss Mary Thomas	5
Mrs. Ann	Poma & Guest	4
Mr. John	Smith	1

Follow this alphabetical format (alphabetize by last name) when creating your guest list in Excel.

If using Word, just list the names and table number line by line in alphabetical order – DO NOT USE COLUMNS OR LABEL FORMAT

Ex. Mr. and Mrs. John Jones (tab just once) 5
Mr. Charles Smith (tab just once) 9
Mr. John Tontano & Guest (tab just once) 7

Do not worry that the table numbers will not be in a line – THIS IS CORRECT!

Just hit the tab key once after the name and put just the table number

** Send the completed list to withallmyheart@optimum.net when it is completed.

**Guest list must be received by 2 weeks prior to event.