

Guest's Name	Last Name	Table
Mr. and Mrs. Tony	Hughes	18
Mr. John	Jones and Miss Mary Thomas	5
Mrs. Ann	Poma and 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
 Table 5
 (SKIP A LINE IN BETWEEN ENTRIES)
 Mr. Charles Smith
 Table 9

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

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