

**STOP! FIRST YOU NEED TO DECIDE IF YOU WANT THE LIST SPLIT BY TABLES OR ALPHABETICALLY.**

## 1: SEATING CHART / SPLIT BY TABLE

Please fill in the template columns with the names you would like to appear on your seating chart.

**COLUMN BREAKDOWN:**

**#** This is a helpful tool to keep track of the number of rows you have filled in. This will not be printed.

**TABLE NAME #** Replace this title with the Table Number or Table Name you have allocated. Fill in the column with the names you want to appear on the seating chart.

### EXCEL TEMPLATE:

Please Note: Please ensure names are entered as you wish to have them listed. Consider if you required first name or surname to be listed first. Names will be printed directly as they appear in here. Please ensure names are entered correctly.											
#	TABLE 1	#	TABLE 2	#	TABLE 3	#	TABLE NAME #	#	TABLE NAME #	#	TABLE NAME #
1	Mary Smith	1	Smith, Mary	1	Mary	1		1		1	
2	Andrew Smith	2	Smith, Andrew	2	Andrew	2		2		2	
3	Olivia Johnson	3	Johnson, Olivia	3	Olivia	3		3		3	
4	Noah Johnson	4	Johnson, Noah	4	Noah	4		4		4	
5	Ava Williams	5	Williams, Ava	5	Ava	5		5		5	
6	George Williams	6	Williams, George	6	George	6		6		6	
7	Alice Williams	7	Williams, Alice	7	Alice	7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	

## 2: SEATING CHART / SPLIT ALPHABETICALLY

**COLUMN BREAKDOWN:**

**GUEST NAME** Fill in the column with the names you want to appear on the seating chart.

**TABLE NAME #** Fill in the column with the table number that the guest will be allocated to.

### EXCEL TEMPLATE:

Please enter names as you wish to be read/laid out. Example: Mary Smith or Smith, Mary											
GUEST NAME	TABLE #	GUEST NAME	TABLE #	GUEST NAME	TABLE #	GUEST NAME	TABLE #	GUEST NAME	TABLE #	GUEST NAME	TABLE #
Alice Williams	3	Johnson, Noah	2	#	#	#	#	#	#	#	#
Andrew Smith	1	Johnson, Olivia	2	#	#	#	#	#	#	#	#
Ava Williams	3	Smith, Andrew	1	#	#	#	#	#	#	#	#
George Williams	3	Smith, Mary	1	#	#	#	#	#	#	#	#
Mary Smith	1	Williams, Alice	3	#	#	#	#	#	#	#	#
Noah Johnson	2	Williams, Ava	3	#	#	#	#	#	#	#	#
Olivia Johnson	2	Williams, George	3	#	#	#	#	#	#	#	#
#	#	#	#	#	#	#	#	#	#	#	#
#	#	#	#	#	#	#	#	#	#	#	#

PLEASE TAKE A SEAT		
TABLE 1	TABLE 2	TABLE 3
Mary Smith	Smith, Mary	Mary
Andrew Smith	Smith, Andrew	Andrew
Olivia Johnson	Johnson, Olivia	Olivia
Noah Johnson	Johnson, Noah	Noah
Ava Williams	Williams, Ava	Ava
George Williams	Williams, George	George
Alice Williams	Williams, Alice	Alice

PLEASE TAKE A SEAT			
<b>A</b>		<b>N</b>	
Alice Williams	3	Noah Johnson	2
Andrew Smith	1		
Ava Williams	3	<b>O</b>	
		Olivia Johnson	2
<b>G</b>		<b>S</b>	
George Williams	3	Smith, Andrew	1
		Smith, Mary	1
<b>J</b>		<b>W</b>	
Johnson, Noah	2	Williams, Alice	3
Johnson, Olivia	2	Williams, Ava	3
		Williams, George	3
<b>M</b>			
Mary Smith	1		

- adelphi mou does not spell check or review guest names.  
- All text supplied by you on this spreadsheet is presumed to be correct and will be printed as written.