

SEATING CHART

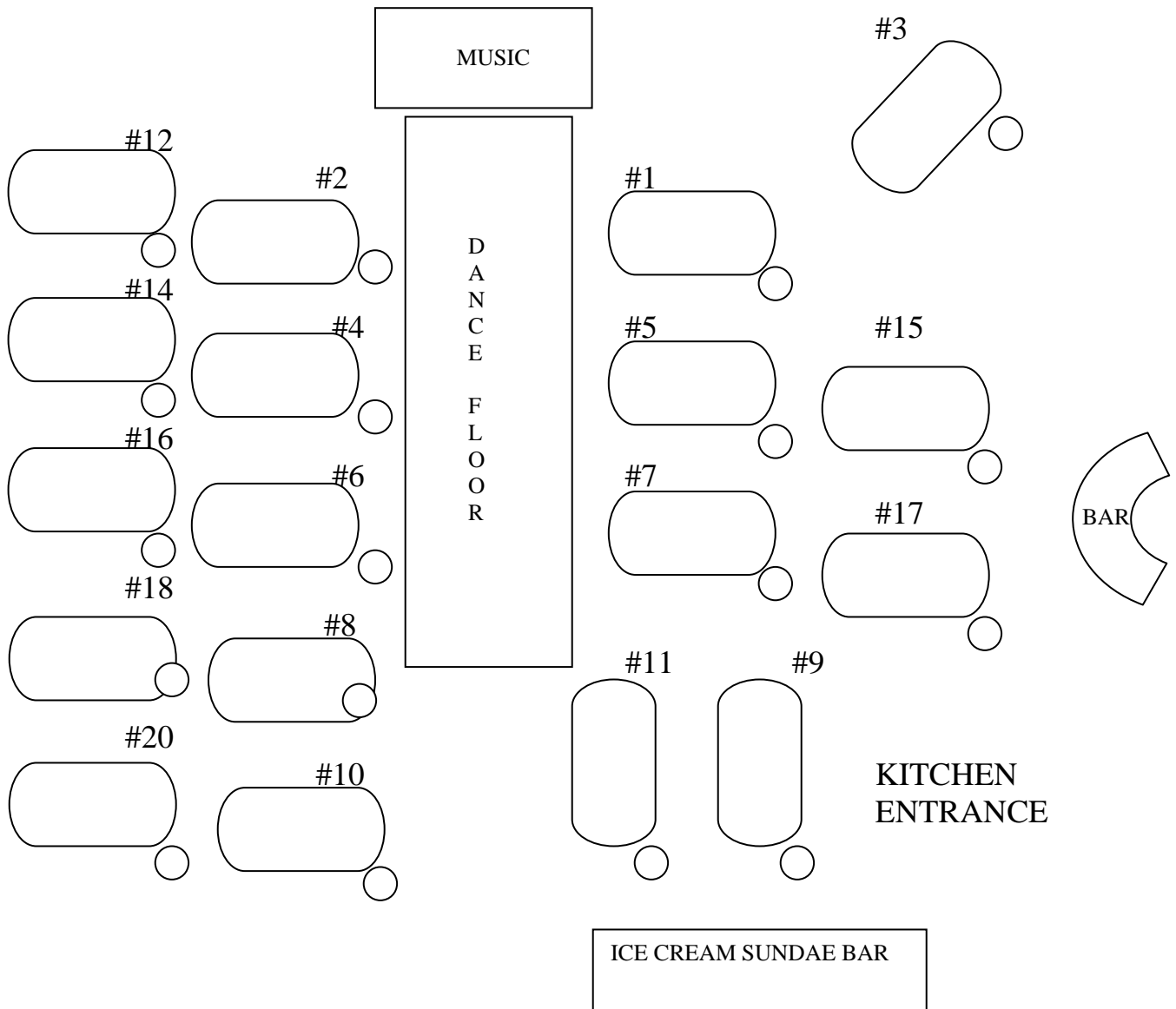
NAME _____

DATE _____

TYPE OF FUNCTION _____

ROOM _____

PLEASE INDICATE THE NUMBER OF GUESTS SEATED AT EACH TABLE



ALL TABLES WILL SEAT 8-12 PEOPLE. 2 TABLES WILL SEAT 13 & 2 TABLES WILL SEAT 14. DO NOT SEAT MORE THAN 10 PEOPLE AT TABLES 3, 7, 8, 15, 17 AND 18.

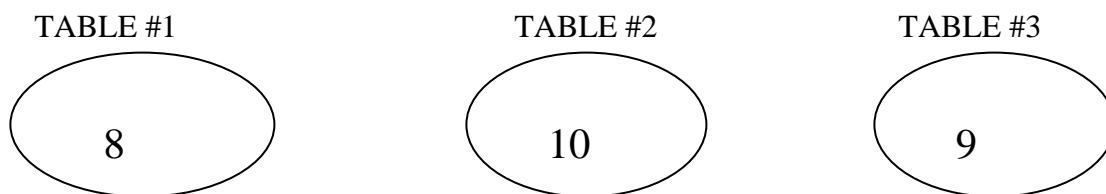
PLEASE CALL ON THURSDAY, _____ WITH AN ESTIMATED HEAD COUNT. THEN, PLEASE CALL ON THURSDAY, _____ WITH YOUR FINAL HEAD COUNT BROKEN DOWN BY ADULTS, CHILDREN & VENDORS. YOUR FINAL APPOINTMENT WILL BE ON _____ AT _____ AM/PM (SET UP TIME) TO RETURN TO THE PRIMAVERA WITH THE FOLLOWING:

- A. YOUR SEATING CHART FILLED IN WITH THE NUMBER OF GUESTS SEATED AT EACH TABLE. PLEASE INDICATE ANY SPECIAL ITEMS SUCH AS HIGH CHAIRS OR WHEELCHAIRS.
- B. YOUR SEATING CARDS IN ALPHABETICAL ORDER (NOT ACCORDING TO TABLE ASSIGNMENT), AND A SEPARATE GUEST LIST IN ALPHABETICAL ORDER INDICATING TABLE ASSIGNMENTS.
- C. YOUR FAVORS PLACED IN BOXES WITH YOUR NAME, DATE AND THE TIME OF YOUR FUNCTION CLEARLY MARKED ON EACH BOX.
- D. ANY OTHER ITEMS PERTAINING TO YOUR SPECIAL DAY. (FOR EXAMPLE, CAKE TOP, TOASTING GLASSES, PICTURES OR CAMERAS FOR THE TABLES.) ALSO BOXED AND CLEARLY MARKED.
- E. FINAL PAYMENT BY EITHER CASH, CERTIFIED OR BANKCHECK. NO PERSONAL CHECKS OR CREDIT CARDS WILL BE ACCEPTED ON FINAL PAYMENTS.

SAMPLE GUEST LIST:	TABLE #
ADAMS, MR. & MRS. JOHN	2
ADAMS, MS. CINDY & GUEST	A
BAKER, MR. TOM & GUEST	1

SEATING CHART:

FILL IN THE TOTAL NUMBER OF GUESTS TO BE SEATED AT EACH TABLE INSIDE EACH TABLE DIAGRAM ON THE CHART, AS FOLLOWS:



IF YOU HAVE FAVORS TO BE PLACED ON EACH TABLE, INDICATE THE AMOUNT OF FAVORS BY FILLING IN THE SMALL CIRCLE ON THE OUTSIDE OF EACH TABLE DIAGRAM AS FOLLOWS:

