

Step-By-Step Tutorial: Sending Your Seating Chart

1ST STEP: Open Microsoft Word or you can use [Google Drive Doc](#) for free.

2nd STEP: Create your seating chart in this format. Do not use cells or tables.

If By Alphabetical Order ([click here to view full sample](#)):

Couple Name Here
Event Date

A

Kylie Ann 15

Torez Ann 12

....and all other names with last name starting A

B

Lucy Brown 14

Jessie Brown 1

....and all other names with last name starting B

C

Briana Chow 2

Jackie Cabrera 1

....and all other names with last name starting C

D

Andre David 3

Jackson Dale 4

....and all other names with last name starting D

And so on...

If by Table Number ([click here to view full sample](#)):

Couple Name Here
Event Date

Table 1

Kylie Ann

Torez Ann

....and all other names with last name starting A

Table 2

Lucy Brown

Jessie Brown

....and all other names with last name starting B

Table 3

Briana Chow

Jackie Cabrera

....and all other names with last name starting C

Table 4

Andre David

Jackson Dale

....and all other names with last name starting D

And so on...

3rd STEP: Save in **.doc** format, then submit this doc along with all other details here: [click here](#)