

LONG ISLAND  
**WEDDING & EVENT PLANNERS**  
  
 BOUTIQUE

*6270 Northern Boulevard • East Norwich • New York • 11732*  
*Phone: (516) 802-0612 • Fax: (516) 802-0614*

For Invitation envelope calligraphy, please set up your guest names and addresses in the sample layout shown below on the left. For seating cards, please set up their names and table numbers as shown below to the right. Please email your completed calligraphy list to your consultant at time of invite approval, or 2 weeks before you need the seating cards.

**INVITATION GUEST LIST FORMAT**

|    | A          | B         | C  | D                      | E                   | F             | G           | H          | I                |
|----|------------|-----------|--|------------------------|---------------------|---------------|-------------|------------|------------------|
| 1  | first name | last name | label name                                 | label name 2           | home street         | home street 2 | home city   | home state | home postal code |
| 2  | John       | Smith     | Mr. and Mrs. John Smith                    |                        | 123 Main Street     | Apartment 2B  | Los Angeles | California | 90210            |
| 3  | Stephen    | Adams     | Mr. and Mrs. Stephen Adams                 | Mini and Michael Adams | 14 Pond Drive       |               | New York    | New York   | 10111            |
| 4  | Lisa       | Brown     | Ms. Lisa Brown and Guest                   |                        | 5047 Fifth Avenue   | Apartment 4   | Bay Shore   | New York   | 14752            |
| 5  | Michael    | Johnson   | Mr. Michael Johnson and Ms. Andrea Grayson |                        | 247 Grand Boulevard |               | Commack     | New York   | 11725            |
| 6  |            |           |  |                        |                     |               |             |            |                  |
| 7  |            |           |  |                        |                     |               |             |            |                  |
| 8  |            |           |  |                        |                     |               |             |            |                  |
| 9  |            |           |  |                        |                     |               |             |            |                  |
| 10 |            |           |  |                        |                     |               |             |            |                  |

**SEATING CARD FORMAT**

|    | A                                      | B     | C |
|----|--|-------|---|
| 1  | guest name                             | table |   |
| 2  | Mr. and Mrs. John Smith                | 15    |   |
| 3  | Mr. Michael Brown and Ms. Lisa Johnson | 7     |   |
| 4  |  |       |   |
| 5  |  |       |   |
| 6  |  |       |   |
| 7  |  |       |   |
| 8  |  |       |   |
| 9  |  |       |   |
| 10 |  |       |   |

**Column Title Explanations**

Label Name is the way the name will appear on the envelope. This is where you add Mr. & Mrs. or Ms.

Label Name 2 is the way the name on the second line will appear.

First name and Last name are for the system to be able to alphabetize in the system.

I agree to submit my calligraphy in the format shown above. I understand if it is not submitted correctly, it will be sent back to me for revision.

Customer Name \_\_\_\_\_

Please Print

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_