



Guest List and Table Instructions

Thank you for choosing Aria to hold your special event. The following is a list of instructions regarding your floor plan, guest list, and main course list.

FLOOR PLAN

- 1. On your Floor Plan you will see a "T" on each table. The "T" refers to the table number. Choose from the floor plan the tables you wish to use and number them. (For a wedding, the smaller numbers are usually the tables closest to the head table - then work your way up from there). Tables 1 and 2 are usually designated as the parents' tables. Please clearly make the tables that the parents will be seated at.*
- 2. On your Floor Plan you will see a "P" on each table. The "P" represents the number of people to be seated at each table. Please fill in the number of people sitting at each table. Each table will seat up to 10 people. Please try to keep each table as close to 10 guests as possible.*

GUEST LIST

- 3. Your guest list must be in the form of an alphabetized list from A to Z. For every guest attending, please include: what table they will be seated at and their choice of main course. Please include at the end of this list the Band, DJ, Photographer, and Video Technician. At the end of this list please give the total number for each main course that is to be served.*

Use the following example as a guide:

	<i>Table No.</i>	<i>Filet Mignon</i>	<i>Stuffed Shrimp</i>	<i>Chicken Chardonnay</i>
<i>Adams, Joe Mr. & Mrs.</i>	<i>12</i>	<i>1</i>	<i>1</i>	
<i>Brown, Mike Mr. & Mrs.</i>	<i>4</i>	<i>2</i>		
<i>Clark, Janette & Guest</i>	<i>20</i>	<i>1</i>	<i>1</i>	
<i>Davis, Mr. & Mrs.</i>	<i>1</i>	<i>1</i>	<i>1</i>	
<i>Band</i>	<i>23</i>	<i>2</i>	<i>3</i>	<i>2</i>
<i>TOTAL</i>		<i>7</i>	<i>5</i>	<i>3</i>

MAIN COURSE LIST

- 4. You will also need to prepare a Main Course List by table number, which provides main course totals by table number. Please use the following example as a guide:*
Table #1 10 Guests 5 Filet Mignon 3 Stuffed Shrimp 2 Chicken Chardonnay
Table #2 9 Guests 3 Filet Mignon 2 Stuffed Shrimp 4 Chicken Chardonnay





Two weeks prior to your event call in with an approximate count, and make an appointment for the Wednesday before your event to finalize numbers and hand in your floor plan and guest lists.

Remember to bring with you on your appointment:

Final Payment _____
Guest Book & Pen _____
Toasting Glasses _____
Cake Knife Set _____
Cocktail Napkins: Bar, Hors D' Oeuvres Dessert _____
Seating Arrangement _____
Guest List & Place Cards (in alphabetical order) _____
Main Course List _____
Party Favors (with instructions) _____

*No Confetti, Rice or Open Flame Candles.
Bubbles may only be used for outdoor ceremonies*

One week prior to your function, please call in with your final count.

Our staff is here to help in anyway to make your occasion a most memorable one. If requested we will have a Hostess at the front entrance greeting your guests and giving them their table number according to the guest list that you provide. Your guests will simply be asked their names and the Hostess will provide them with their appropriate table number. If you wish you may use Place Cards that will direct your guests to their appropriate tables.

*We will provide a table in the front entrance for the place cards.
Please when using place cards, provide them to us in alphabetical order so that it will be easier for your guests to find their names.*

*Aria is a SMOKE-FREE Banquet Facility.
There are designated areas outside of our facility for smoking.
Thank you in advance for your cooperation.
Following these instructions are sure to make your event run smoothly.*

***Please inquire about our Value Dates
January, February and March***

