## MARCOMEN'S CLUB EVENT PACKAGE

**Continental Dinner**

9/30/2018

$am Miloro

PLEASE spend 10 minutes and read all of this!!

Understanding what's in the pakage can save you a lot of time later.

### EVENT PACKAGE CONTENTS

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1   | Spreadsheet TAB 1  
COPY OF ORIGINAL DATA.  
Submit this page with your checks and activity report forms after the event. |
| 2   | TAB 2  
COPY OF NAMES SORTED ALPHABETICALLY BY LAST NAME, with meal choices.  
USE THIS LIST TO SET UP ENVELOPES FOR THE EVENT.  
This page can also be used as a check-in list, or just a simple list of attendees.  
The data on this page determines how the name tags and envelope labels will print! |
| 3   | TAB 2  
COPY OF NAMES SORTED BY GROUP/TABLE NUMBER, AND THEN ALPHABETICALLY BY LAST NAME.  
(If required for this event) |
| 4   | TAB 2  
NAME TAGS, SORTED ALPHABETICALLY BY LAST NAME.  
Note that there is some useful information in the left hand margin:  
- Each page is numbered. (Handy if you drop them!)  
- The row # of labels  
- The Table or Group # for the two name tags to the right (if its short)  
Tip: If you turn the name tag sheets upside down you can remove the name tag with backing attached.  
There is no need to cut them with scissors. |
| 5   | TAB 4  
HOST EXPENSES  
(If required for this event) |
| 6   | TAB 5  
MEAL COUPONS FOR ATTENDEE ENVELOPS.  
(If required for this event) |
| 7   | TAB 6A  
LABELS FOR THE ATTENDEE ENVELOPES (WITHOUT table or group numbers)  
SORTED ALPHABETICALLY BY LAST NAME, and numbered in the same order.  
NOTE: THE ENVELOPE LABELS ARE PRINTED IN ALPHABETICAL ORDER AND ARE NUMBERED.  
SEE TOP LINE: "Marco Men's Club-1", "Marco Men's Club-2", etc.  
This is helpful when putting the envelopes in alphabetical order on the table at the event.  
In addition, there is some useful information in the left hand margin:  
-Each page is numbered. (Handy if you drop them!)  
- The row # of labels |
| 8   | TAB 6B  
LABELS FOR THE ATTENDEE ENVELOPES, (WITH table or group numbers)  
SORTED ALPHABETICALLY BY LAST NAME, and numbered in the same order.  
NOTE: THE ENVELOPE LABELS ARE PRINTED IN ALPHABETICAL ORDER AND ARE NUMBERED.  
SEE TOP LINE: "Marco Men's Club-1", "Marco Men's Club-2", etc.  
This is helpful when putting the envelopes in alphabetical order on the table at the event.  
In addition, there is some useful information in the left hand margin:  
-Each page is numbered. (Handy if you drop them!)  
- The row # of labels |
| 9   | TAB 7  
ACTIVITY EXPENSE FORM  
The club requests that you fill out this form after the event and turn it in with the checks and cash to the Treasurer within a week after the event. Some of the data you have already entered for this event has been copied to this form. You can overwrite the information if necessary to make corrections.  
TIP: You may want to email the whole spreadsheet to the Treasurer, instead of printing out paper copies. |

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08.07.18 The information in this package was created from this version of the Events Spreadsheet.

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