

## GUEST LIST DETAILS

Please use this form to send us the names of your guests, as it contains all the information we require to compile the Table Plan and Guest Listing.

Give each guest a title, i.e Mr/Mrs/Miss/Ms/Dr/Other. Remember to check with your guests to establish whether they require a special diet (vegetarian, kosher, etc.) see Booking Notes page 4 or ring us with any queries.

Tables are circular, up to 10 or 12 people, smaller parties being seated via shared tables. Please list your seating plan in a **clockwise** direction (i.e. number 2 sits on the left of the Host who is number 1).

We ask for your guest's company name for CBA use only, it will not appear in the booklet. The request is purely because each year we notice a surprising number of guests who have accepted more than one invitation. This information helps us to spot any possible duplication and inform you.

Please return this form to Vanessa Henshall at CBA no later than **WEDNESDAY 16<sup>TH</sup> MARCH 2022**

**PLEASE TYPE IN BOXES BELOW (OR PRINT CLEARLY IN CAPITALS)**

Company Name	
Host Company Contact	
Tel No.	
Email	

	Title	1st Initial	Surname	Company
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

As usual we shall be printing the name of the host company against the table number in the printed Guest List. Please email [vanessa.henshall@chemical.org.uk](mailto:vanessa.henshall@chemical.org.uk) if you have any objections.