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| **Instructions for the Submission**  **of an Event Guest List** |

1. Type your Chapter’s Name in an **ARIAL FONT (SIZE 22, and BOLD**;
2. Type the Participating Chapter in an ARIAL FONT, Size 16;
3. Type the Event Date;
4. Highlight every guest Over the age of 21; and
5. Count the TOTAL NUMBER of Guests Over 21 and List the TOTAL.
6. Bring printed and highlighted list to the Front Desk at 138 Women’s Building

**WRISTBAND PICK-UP:**

**NO LATER THAN 3PM** ON **THURSDAY** FOR THURSDAY EVENTS and

**NO LATER THAN 3 PM ON FRIDAY** FOR FRIDAY AND SATURDAY EVENTS.

**WRISTBAND DROP OFF:**

**NO LATER THAN 3PM** ON **FRIDAY** FOR THURSDAY EVENTS and

**NO LATER THAN 3 PM ON MONDAY** FOR FRIDAY AND SATURDAY EVENTS.

1. Direct any questions to Tiffany Dennett, tedennet@syr.edu

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| **CHAPTER NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PARTICIPATING CHAPTER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Event Date:\_\_\_\_\_\_\_\_\_\_\_  Highlight and List TOTAL NUMBER of GUESTS OVER 21:\_\_\_\_\_\_\_\_\_\_\_ |

| **Name** | **Birthday** | **Over 21 – YES or NO**  **y** | **Sign or Check if Attended** |
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