Zoznam hostí / vlastná príprava

Pozvánky, osoby a potvrdenia majú odlišné počty. Vyplňte mimo webu.

Strana 2: dvanásť skupín pozvánok na hárku A4 na šírku. Jedna rodinná pozvánka môže zahŕňať viac ľudí. Počet pozvaných píšte podľa skutočne dohodnutého rozsahu.

Strana 3: osemnásť jednotlivých osôb na A4 na šírku. Každý má vlastný riadok, označenie skupiny a účasť: príde, nepríde alebo čaká. Pri čiastočnej odpovedi rodiny sa stavy líšia.

Strana 4: súhrn. Pozvaní = príde + nepríde + čaká v rovnakej verzii. Organizátorov a ďalších prítomných pridajte osobitne pri plánovaní konkrétneho sedenia. Predloha sama nespočíta výsledok.

Pri ďalšom hárku pokračujte v označeniach tak, aby sa neopakovali. Zmena odpovede alebo oprava mena patrí na pôvodný riadok. Nový riadok je pre novú skutočne pozvanú osobu.

Tlačte vybrané strany na A4, jednostranne, jednu stranu na hárok, 100 % / Skutočná veľkosť. Strany 2 a 3 otočte na šírku. Zmerajte kontrolu 100 mm a overte okraje pracovnej plochy 261 mm.

Žiadna registrácia, automatické odpovede alebo odosielanie. Pôvodné predlohy sú prázdne. Vymyslený výpočtový príklad je samostatne v ZIP, nie údaje skutočnej oslavy.



100 mm / 100 %

Pozvánky / dvanásť skupín

Skupina nie je jedna osoba. Počet vyplňte podľa skutočne pozvaných.

Skupina	Oslovenie / kontaktná osoba	Počet pozvaných	Odovzdané / dátum	Odpoveď do
H01				
H02				
H03				
H04				
H05				
H06				
H07				
H08				
H09				
H10				
H11				
H12				



100 mm / 100 %

Pôvodný pracovný list s pomocou AI. Nie elektronický formulár alebo zber údajov.

Osoby / osemnásť jednotlivých hostí

Účasť: príde / nepríde / čaká. Pri ďalšom hárku pokračujte v označeniach.

Osoba	Skupina	Meno	Účasť	Odpoveď z	Zmena / poznámka
P01					
P02					
P03					
P04					
P05					
P06					
P07					
P08					
P09					
P10					
P11					
P12					
P13					
P14					
P15					
P16					
P17					
P18					



100 mm / 100 %

Pôvodný pracovný list s pomocou AI. Nie elektronický formulár alebo zber údajov.

Súhrn / jedna aktuálna verzia

Čísla vyplňte z rovnakého okamihu. Súčet sa nevypočíta automaticky.

Pozvané osoby

Príde

Nepríde

Čaká

Kontrola: pozvaní = príde + nepríde + čaká

Organizátori pri príslušnej časti oslavy

Ďalší dohodnutí prítomní

Známy počet prítomných spolu

Variant pri účasti všetkých čakajúcich

Verzia / dátum a čas aktualizácie

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100 mm / 100 %

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