GUEST / ATTENDANCE SHEET

NOTE: (1) In parties of less that 30 persons, a minimum of approximately 20 percent should be honored or distinguished guests and member of their party. (2) In parties of 30 or more persons, a minimum of approximately 50 percent should be honored or distinguished guests and members of their party. (DoD Directive 7250.13, Page 6).

EVENT:	DATE:	HOST:
IN HONOR OF:	PLACE:	
# of DOD ATTENDEES _____	# of NON-DOD ATTENDEES _____	TOTAL ATTENDEES _____

NAME	TITLE/ORGANIZATION	NON DOD	DOD

NAME	TITLE/ORGANIZATION	NON DOD	DOD