Post-Production Day Changes/Adds to Reservations

Write down the bid number and put an "X" in the box for what the techs need to print.

If a new reservation, on Reservation screen, enter the quantity of tickets, if applicable, # attending, Sit With & Guest of. Click on New Bid # to assign the next available bid number, and type in the table number assigned in Table # field.

If a changed reservation - change to table # or guest name (typo or change from 'Guest of' to actual guest name), write down the bid number from Reservations screen on list below.

Bidder #	Full new bid packet	Live bid paddle only	Bid sticker sheets only