



**Format for Submitting
Solicitation & Invitation Lists**

Please submit all lists in the following Excel format.
It is important that you save the document in
EXCEL 97 OR OLDER

Please e-mail your spreadsheet as an attachment to Mary Perrotti, map2041@comcast.net

Solicitor Name	Business Name	Contact Name	Addressee (include title)	Salutation	Address 1	Address 2	City	State	Zip	Phone	e-mail address

If you e-mail me at the above address or at my work e-mail,
mperrotti@archchicago.org, I can reply and attach the spreadsheet
already formatted for you to fill in.