

PRINTABLE 1 - PAGE 1

Guest List Planner

Use one line for every adult and child. Keep this as the master list and print extra copies until every named guest is recorded.

COUPLE _____ WEDDING DATE _____ COPY _____

MASTER GUEST LIST					
NO.	GUEST NAME one person per line	HOUSEHOLD family / group	TYPE D / E / F	CONTACT phone / email	PRIORITY A / B / C
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

INVITATION KEY AND IMPORTANT NOTES

☐ D = daytime

☐ E = evening

☐ F = full celebration

☐ child

ACCESSIBILITY / TRANSPORT / SENSITIVE ARRANGEMENTS _____

NOTES _____

PAGE SUMMARY			
DAYTIME	EVENING	CHILDREN	TOTAL
_____	_____	_____	_____

Transfer meal, dietary and accommodation information to the dedicated sheets in this pack.

PRINTABLE 2 - PAGE 1

Invitation & RSVP Tracker

Record every named guest, the invitation type, when it was sent and the reply received. Use one clear response method.

COUPLE _____ REPLY DEADLINE _____ COPY _____

INVITATIONS AND RESPONSES

NO.	GUEST NAME one person per line	TYPE D/E/F	SENT date	REPLY date	ATTEND Y/N	FOLLOW-UP date / done
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

REPLY METHOD AND FOLLOW-UP PLAN

☐ wedding website ☐ email ☐ phone / message ☐ reply card

REPLY CONTACT / ADDRESS _____

FOLLOW-UP DATE AND PERSON RESPONSIBLE _____

PAGE SUMMARY

INVITED	YES	NO	WAITING
_____	_____	_____	_____

Record full names and practical requirements as soon as each reply arrives; do not rely on messages remaining in different places.

PRINTABLE 3 - PAGE 1

Meal Choice Tracker

Record a choice for every named guest, including children and suppliers where applicable. Confirm dietary requirements directly and clearly.

COUPLE _____ VENUE / CATERER _____ COPY _____

MEALS AND DIETARY REQUIREMENTS

NO.	GUEST NAME one person per line	STARTER choice/code	MAIN choice/code	DIETARY / ALLERGY exact wording	CONFIRMED Y / date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

MENU CODES AND SERVICE NOTES

STARTER CODES _____ MAIN-COURSE CODES _____

CHILDREN / SUPPLIER MEALS _____ DESSERT / ALTERNATIVE _____

CATERER CONTACT AND CONFIRMATION DATE _____

PAGE SUMMARY

ADULT MEALS	CHILD MEALS	SUPPLIER MEALS	DIETARY
_____	_____	_____	_____

Never guess an allergy or dietary requirement. Keep the guest's wording and confirm the venue or caterer has received it.

PRINTABLE 4 - PAGE 1

Guest Accommodation List

Keep stays, booking status and transport together so travelling guests know where they are going and how they will reach the celebration.

COUPLE _____ WEDDING DATE _____ COPY _____

ACCOMMODATION AND TRAVEL

NO.	GUEST / HOUSEHOLD names	ACCOMMODATION hotel / address	NIGHTS dates	TRANSPORT pickup / own	BOOKED Y / date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

KEY ACCOMMODATION INFORMATION

MAIN HOTEL / ADDRESS _____

BOOKING CODE / DEADLINE _____ HOTEL CONTACT _____

PICKUP POINT / TRANSPORT CONTACT _____

PAGE SUMMARY

ROOMS	GUESTS STAYING	PICKUPS	STILL TO BOOK
_____	_____	_____	_____

Share only the practical information each guest needs and confirm accessible rooms or transport directly with the relevant provider.