

The Guest List

Purpose: Keep track of all your guests, addresses for invitations, and RSVPs in one document. Print this document out or use it as a guide to create your own spreadsheet.

Directions:

1. Organize your guest list by **Groom Family, Bride Family, Bridal Party, Groom Friends, Bride Friends, Groom Parent Friends, Bride Parent Friends**, any **Other** as well as **Children** and **Vendors** (for meal count only)
2. In the **Number Invited** column, write how many people you are inviting under each name, for example (4) for Mr. & Mrs. John Smith would include 2 children in the household
3. In the **Name(s)** column, write in the formal names of each adult member as will be addressed on the envelope with their formal prefix (Mr., Mrs., Mr. & Mrs., Miss, etc)
4. In the **Address** column, write in the full address with city, state, and zip code to make invitation addressing go smoothly
5. In the **Number RSVP Yes** column, write in the number of how many people are planning on attending the wedding for catering/seating head count
6. Print extra copies of any pages as needed to complete your guest list
7. In the final pages write in the subtotal numbers for each page and add the subtotals to determine the:
 1. **Number of Guests Invited**
 2. **Number of Invitations Being Sent**
 3. **Number of Guests Attending** (those who RSVP Yes) for your FINAL Guest Count to give to rentals for chairs, tables, etc. and to caterer for headcount of meals to prepare

Groom Family

Number Invited	Name(s)	Address	Number RSVP Yes

Bride Family

Number Invited	Name(s)	Address	Number RSVP Yes

Bridal Party

Number Invited	Name(s)	Address	Number RSVP Yes

Groom Friends

Number Invited	Name(s)	Address	Number RSVP Yes

Bride Friends

Number Invited	Name(s)	Address	Number RSVP Yes

Groom Parent Friends

Number Invited	Name(s)	Address	Number RSVP Yes

Bride Parent Friends

Number Invited	Name(s)	Address	Number RSVP Yes

Other

Number Invited	Name(s)	Address	Number RSVP Yes

Vendors (for meal count only)

Number Invited	Name(s)	Address	Number RSVP Yes
	Coordinators:		
	Photographers:		
	Videographers:		
	DJ/MCs:		
	Reception Musicians:		
	Onsite Childcare:		

Number of Guests Invited

Subtotal Groom Family: _____

Subtotal Bride Family: _____

Subtotal Bridal Party: _____

Subtotal Groom Friends: _____

Subtotal Bride Friends: _____

Subtotal Groom Parent Friends: _____

Subtotal Bride Parent Friends: _____

Subtotal Children: _____

Subtotal Other: _____

Subtotal Vendors: _____

Projected Guest Count _____

Number of Invitations Being Sent

Subtotal Groom Family: _____

Subtotal Bride Family: _____

Subtotal Bridal Party: _____

Subtotal Groom Friends: _____

Subtotal Bride Friends: _____

Subtotal Groom Parent Friends: _____

Subtotal Bride Parent Friends: _____

Subtotal Children: _____

Subtotal Other: _____

Subtotal Vendors: _____

Number of Invitations To Buy _____

Number of Guests Attending (RSVP Yes)

Subtotal Groom Family: _____

Subtotal Bride Family: _____

Subtotal Bridal Party: _____

Subtotal Groom Friends: _____

Subtotal Bride Friends: _____

Subtotal Groom Parent Friends: _____

Subtotal Bride Parent Friends: _____

Subtotal Children: _____

Subtotal Other: _____

Subtotal Vendors: _____

TOTAL Guest Count _____