ENVITELY GUEST LIST TEMPLATE

Every guest, every detail, in one organised place.

Welcome

Thank you for downloading the Envitely Guest List Template. This workbook gives you a single, organised place to manage every guest — from initial invitation through to RSVP, dietary needs and on-the-day allocation.

Purpose of This Template

To help event organisers keep guest information accurate and up to date, track invitations and RSVPs, capture dietary and accessibility needs, and produce a clear picture of who is attending — without needing any spreadsheet experience.

Who It's For

This template is designed to work equally well for weddings, conferences, corporate events, universities and student unions, charity events, community events, private celebrations and networking events of any size.

What's Included

- Welcome & Guide — this sheet, with guidance and best practice tips.
- Guest List — a detailed, ready-to-use guest and RSVP tracker.
- Guest Dashboard — an executive summary with KPIs and charts, ready to present or print.

How to Use This Workbook

1. Open the Guest List sheet and add each guest on their own row.
2. Use the dropdown lists to keep Guest Type, Invitation Status and RSVP Status consistent.
3. Record dietary and accessibility requirements as soon as they're shared with you.
4. Update RSVP Status as responses arrive so your numbers stay current.
5. Check the Guest Dashboard at any time for an up-to-date view of your guest list.

Guest Management Best Practices

- Keep guest information up to date as details change.
- Record RSVP responses promptly so your numbers stay accurate.
- Track dietary requirements early to give caterers enough notice.
- Capture accessibility requirements as soon as they're known.
- Keep contact details accurate in case plans change.
- Review your guest list regularly rather than leaving it until the last minute.

Why Move Beyond Spreadsheets?

Spreadsheets are an excellent place to start. But as your guest list grows, managing invitations, RSVPs, seating plans, guest communication and team collaboration by hand becomes increasingly difficult — that's where Envitely comes in.

✓	Guest Management	✓	Invitations
✓	RSVP Tracking	✓	Seating & Allocations
✓	Event Hub	✓	Budget Management
✓	Task Management	✓	Event Agendas
✓	Vendor Management	✓	Team Collaboration

✓ **ENVITELY IMPORT READY**

This workbook has been designed with future compatibility in mind, so your guest details are structured in a way that fits naturally into Envitely. Once you create a free account, you can continue managing your guests, invitations and RSVPs digitally.

Ready to manage your entire event?

This template is designed to help you manage your guest list, but successful events need much more. With Envitely you can also manage:

- Guests
- Invitations
- RSVPs
- Seating & Allocations
- Budgets
- Tasks
- Agendas
- Vendors
- Team Collaboration

Create your free account →

https://app.envitely.com/register

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GUEST LIST

Manage every guest, RSVP and requirement in one place.

Total Guests	Invitations Sent	Accepted	Pending	RSVP Rate
0	0	0	0	0.0%

Guest ID	First Name	Last Name	Group / Organisation	Email	Phone	Guest Type	Invitation Status	RSVP Status	Number of Companions	Dietary Requirements	Accessibility Requirements	Table / Allocation	Notes

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GUEST DASHBOARD

An at-a-glance summary of your guest list — ready to review or present.

TOTAL GUESTS	INVITATIONS SENT	ACCEPTED	PENDING
0	0	0	0

DECLINED	RSVP RATE	VIP GUESTS	DIETARY REQUIREMENTS
0	0.0%	0	0

RSVP Status Breakdown

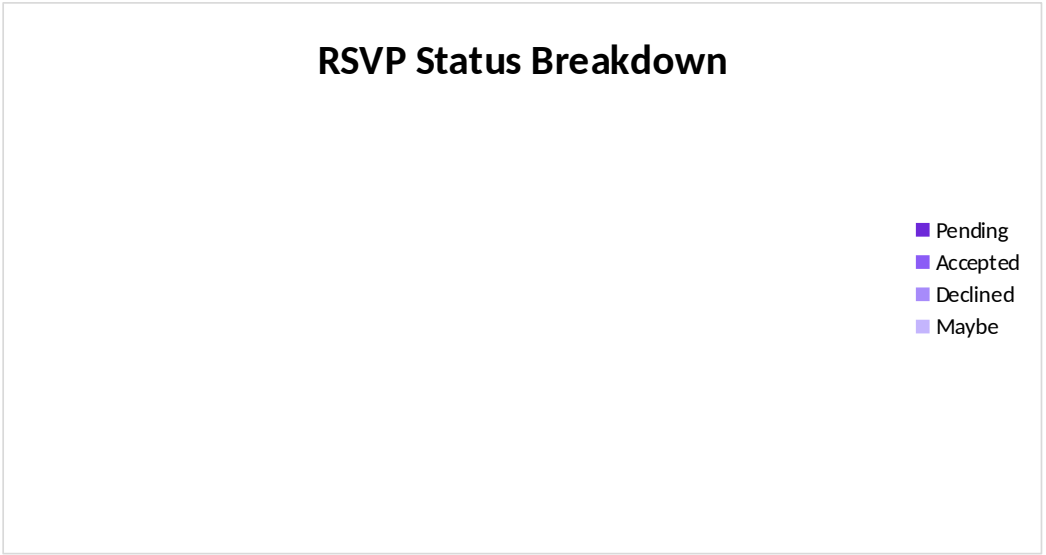
Category	Count
Pending	0
Accepted	0
Declined	0
Maybe	0

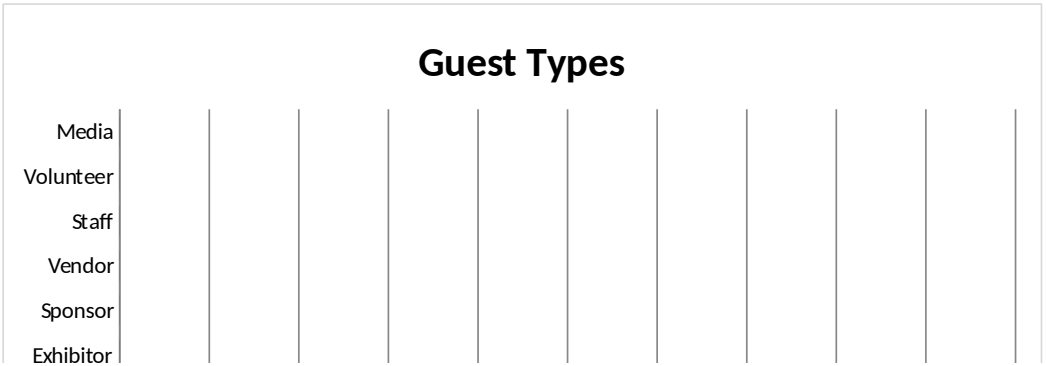
Guest Type Breakdown

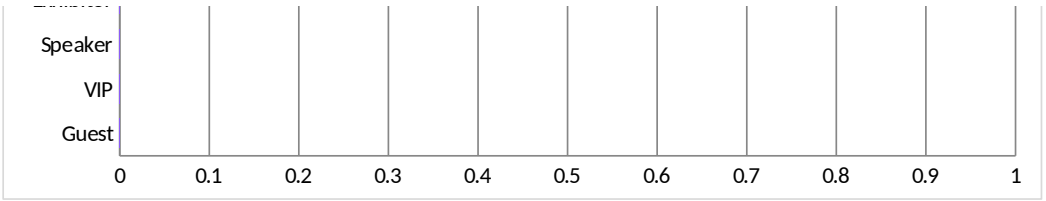
Category	Count
Guest	0
VIP	0
Speaker	0
Exhibitor	0
Sponsor	0
Vendor	0
Staff	0
Volunteer	0
Media	0

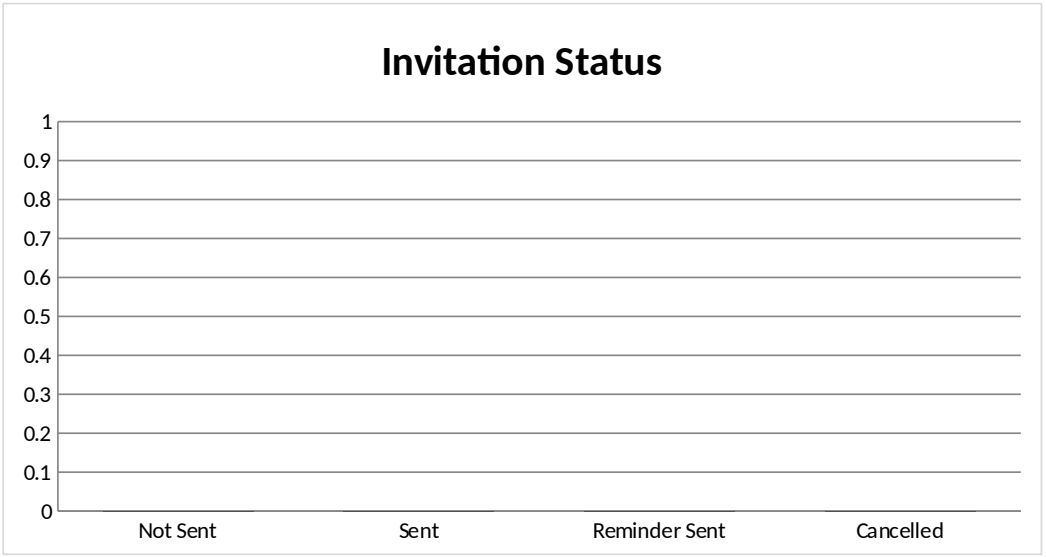
Invitation Status Breakdown

Category	Count
Not Sent	0
Sent	0
Reminder Sent	0
Cancelled	0









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