ENVITELY GUEST ALLOCATION TEMPLATE

Every guest, in the right place, without the guesswork.

Welcome

Thank you for downloading the Envitely Guest Allocation Template. This workbook gives you a flexible, organised way to allocate guests to tables, rooms, zones, transport, accommodation or any other location your event needs.

Purpose of This Template

To help event organisers define the allocations available for their event, assign guests to them with confidence, and keep track of capacity, availability and unassigned guests — 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, networking events, festivals and private celebrations of any size.

What's Included

- Welcome & Guide — this sheet, with guidance and best practice tips.
- Allocation Planner — define every table, room, zone or other location and its capacity.
- Guest Allocation — assign each guest to an allocation and track their status.
- Allocation Dashboard — an executive summary with KPIs and charts, ready to present or print.

How to Use This Workbook

1. Open the Allocation Planner and list every table, room, zone or location, with its capacity.
2. Open Guest Allocation and add each guest, one row per guest.
3. Use the Allocation dropdown to assign each guest to a location from your planner.
4. Watch Assigned Guests and Remaining Capacity update automatically as you go.
5. Check the Allocation Dashboard at any time for an up-to-date view of progress.

Allocation Best Practices

- Plan allocations early, before guest numbers are finalised.
- Leave spare capacity where possible for last-minute changes.
- Group related guests together where it makes sense to.
- Consider accessibility requirements when assigning locations.
- Review allocations before the event to catch any issues early.
- Keep a record of any last-minute changes in the Notes column.

Why Move Beyond Spreadsheets?

Spreadsheets work well for smaller events. But as guest numbers grow and allocations change, keeping everything accurate becomes increasingly difficult — that's where Envitely comes in.

✓	Guest Lists	✓	Allocations
✓	RSVP Tracking	✓	Budgets
✓	Tasks	✓	Event Timeline
✓	Event Day Run Sheets	✓	Event Hub
✓	Team Collaboration		

Ready to manage your entire event?

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

- Guest Lists
- Allocations
- RSVP Tracking
- Budgets
- Tasks
- Event Timeline
- Event Day Run Sheets
- Event Hub
- Team Collaboration

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https://app.envitely.com/register

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Free to use for event planning. Not for resale or redistribution.

ALLOCATION PLANNER

Define every table, room, zone or location available for your event.

Total Allocations	Total Capacity	Assigned Guests	Remaining Capacity
0	0	0	0

Allocation ID	Allocation Name	Allocation Type	Capacity	Assigned Guests	Remaining Capacity	Status	Notes

Allocation ID	Allocation Name	Allocation Type	Capacity	Assigned Guests	Remaining Capacity	Status	Notes

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GUEST ALLOCATION

Assign every guest to a table, room, zone or other location.

Total Guests	Assigned	Unassigned	Waiting	% Assigned
0	0	0	0	0.0%

Guest ID	First Name	Last Name	Group / Organisation	Allocation	Guest Status	Dietary Requirements	Accessibility Requirements	Notes

Guest ID	First Name	Last Name	Group / Organisation	Allocation	Guest Status	Dietary Requirements	Accessibility Requirements	Notes

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ALLOCATION DASHBOARD

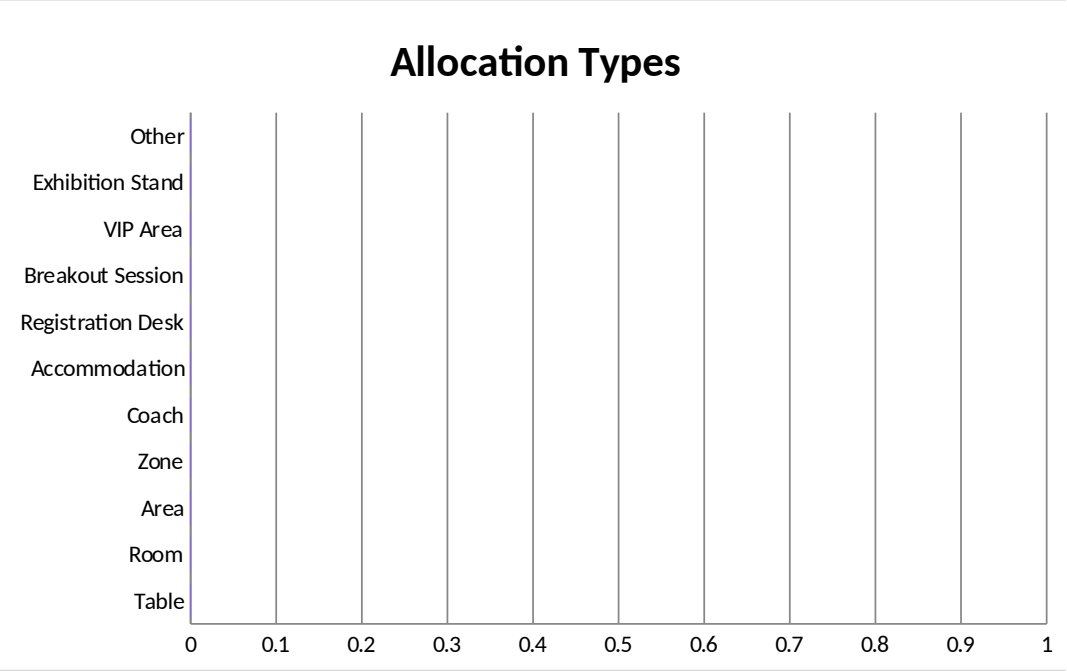
An at-a-glance summary of your guest allocations — ready to review or present.

TOTAL GUESTS	ASSIGNED GUESTS	UNASSIGNED GUESTS
0	0	0

TOTAL ALLOCATIONS	CAPACITY USED	REMAINING CAPACITY
0	0	0

Allocation Types

Category	Count
Table	0
Room	0
Area	0
Zone	0
Coach	0
Accommodation	0
Registration Desk	0
Breakout Session	0
VIP Area	0
Exhibition Stand	0
Other	0

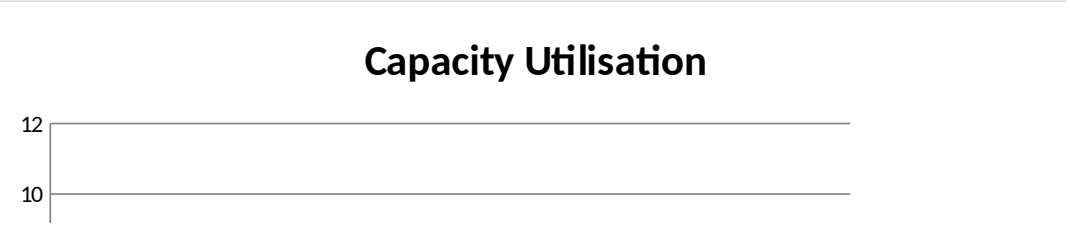


Assigned vs Unassigned

Category	Count
Assigned	0
Unassigned	0

Allocations Approaching Capacity

Allocation	Capacity	Remaining



Unassigned Guests

Guest Name



