

Guest list

One simple list for invitations, replies and the final count.

Event / date

RSVP deadline

Use one adult contact per household. Avoid children’s full names and details you do not need. Repeat this sheet if needed.

Household / adult	Private contact	Invited	Attending	Response

Response: yes / no / pending. Do not publish this list or share it in an open group.

Total invited

Total attending

Pending

Ask about access or meal needs in a private message. Share only what is needed with the responsible person and remove details when no longer needed.