

Worksheet

Guest Management

check or enter date when completed

Name(s) _____
Address _____

Phone _____
Email _____
Gift _____

_____ Save-the-date card
_____ Invitation sent
_____ RSVP received
_____ Thank you sent

Number attending _____

Name(s) _____
Address _____

Phone _____
Email _____
Gift _____

_____ Save-the-date card
_____ Invitation sent
_____ RSVP received
_____ Thank you sent

Number attending _____

Name(s) _____
Address _____

Phone _____
Email _____
Gift _____

_____ Save-the-date card
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_____ Save-the-date card
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Number attending _____

Name(s) _____
Address _____

Phone _____
Email _____
Gift _____

_____ Save-the-date card
_____ Invitation sent
_____ RSVP received
_____ Thank you sent

Number attending _____

Total number of guests this page _____