

WEDDING GUEST LIST & INVITATION CHECKLIST

COUPLE'S NAMES	WEDDING DATE

VENUE	GUEST-LIST OWNER(S)

1. Set up your guest list

- ☐ Agree on the total guest budget and maximum number of guests.
- ☐ Confirm how many guests can be accommodated at the venue.
- ☐ Set a target number for the couple, each family, and friends.
- ☐ Decide how children, plus-ones, and overseas guests will be counted.
- ☐ Choose one person to maintain the master guest list and updates.
- ☐ Create separate groups: Bride's family, Groom's family, Friends, Work colleagues, and Other.

Guest-count overview

GROUP	INVITED	CONFIRMED	DECLINED	PENDING
Bride's family				
Groom's family				
Couple's friends				
Work / other				
TOTAL				

2. Master guest list

Use one line per household or invitee. Add extra copies of this page if needed.

[illegible]

RSVP key: Confirmed / Declined / Pending / Follow-up

3. Invitation details

- ☐ Names and spellings checked before printing or sending.
- ☐ Date, ceremony time, reception time, and venue address confirmed.
- ☐ Dress code or relevant cultural / ceremony notes included where needed.
- ☐ Map link, parking information, and contact number included if useful.
- ☐ Invitation wording approved by both families.
- ☐ Printed invitations ordered, or digital invitation design approved.

4. Invitation sending tracker

Record when each invitation is sent and whether a response has arrived.

GUEST / HOUSEHOLD	INVITATION TYPE	DATE SENT	RSVP BY	FOLLOW-UP / NOTES

5. RSVP follow-up checklist

- ☐ Set a clear RSVP deadline and share it with guests.
- ☐ Follow up politely with guests who have not responded.
- ☐ Confirm the final number of adults and children in each group.
- ☐ Record dietary needs or special requirements.
- ☐ Check accessibility, transport, and accommodation needs where applicable.
- ☐ Share the final guest count with the venue and caterer by their deadline.

6. Final guest count & wedding-week checks

Complete this page once most RSVPs are in.

ITEM	NOTES / STATUS
Total invitations sent	
Total confirmed guests	
Total adults	
Total children	
Guests still pending	
Dietary / accessibility needs shared with venue	☐ Yes ☐ Not applicable ☐ To do
Final numbers sent to venue/caterer	☐ Yes ☐ Not yet
Seating plan completed	☐ Yes ☐ Not yet
Table numbers/place cards checked	☐ Yes ☐ Not applicable ☐ To do
Family contact person assigned for guest questions	☐ Yes ☐ Not yet

7. Last-minute checklist

- ☐ Keep a digital backup of the latest guest list.
- ☐ Print a copy of the final confirmed guest list for the wedding team.
- ☐ Prepare a check-in list for the entrance or reception desk if needed.
- ☐ Share relevant arrival/parking instructions with guests.
- ☐ Keep a small list of key family contacts and venue contacts.
- ☐ Record last-minute changes and tell the person managing seating.

NOTES
