GENTLETOOLS / FREE RESOURCE SERIES

EVENTS / 8 PAGE EDITION

Event Guest List and Seating Planner PDF

Manage RSVP status, table capacity, access needs and a practical seating-change workflow.

NOT JUST AN EMPTY FORM

A guest seating plan is more dependable when invitations and confirmed RSVPs are distinguished, table limits are checked and late changes are assigned to one responsible person.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

Record label

Record keeper / reference

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

EVENT TABLE CAPACITY CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Confirm venue capacity, table sizes and which RSVPs count as confirmed.

STEP 2 Assign coded guests to tables and compare allocated seats to actual capacity.

STEP 3 Review access needs, late changes and the final guest list with the venue.

STEP 4 Which fact or document still needs checking?

EVENT TABLE CAPACITY CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

TABLE / ZONE	CONFIRMED CAPACITY	ASSIGNED SEATS	ACCESS / RSVP NOTES	SOURCE / REFERENCE

Outstanding question or record to confirm

EVENT TABLE CAPACITY CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

TABLE / ZONE	CONFIRMED CAPACITY	ASSIGNED SEATS	ACCESS / RSVP NOTES	SOURCE / REFERENCE

Outstanding question or record to confirm

EVENT TABLE CAPACITY CHECK

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

A guest seating plan is more dependable when invitations and confirmed RSVPs are distinguished, table limits are checked and late changes are assigned to one responsible person.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

EVENT TABLE CAPACITY CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Confirm venue capacity, table sizes and which RSVPs count as confirmed.

Concrete next action	Owner / due

ACTION 2 Assign coded guests to tables and compare allocated seats to actual capacity.

Concrete next action	Owner / due

ACTION 3 Review access needs, late changes and the final guest list with the venue.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Respect venue limits, accessibility needs and guest privacy. Do not expose personal attendance or placement reasons in a widely shared plan.

- [ ] Source checked
- [ ] Next action assigned

EVENT TABLE CAPACITY CHECK

Review a worked example

FICTIONAL EXAMPLE

Fictional example: 34 guests are confirmed and three tables each seat 12. Once 34 guests are assigned, only two spare seats remain; pending RSVPs are not counted as confirmed.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

Respect venue limits, accessibility needs and guest privacy. Do not expose personal attendance or placement reasons in a widely shared plan.

EVENT TABLE CAPACITY CHECK

Guest and capacity review

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	CONFIRMED	TO RECHECK
Confirmed RSVPs		
Pending replies		
Table capacity		
Assigned seats		
Access and late changes		

One additional item to check