PERSONAL WORKING REPORT

Wedding RSVP Tracker Example with Partial Replies

Record unanswered invitations and assign a gentle, dated follow-up before final guest counts.

4 records · Created 18 Nov 2026 · All records

SAVED RECORDS	INVITED	RECORDED YES / NO
4	10 people	7 yes / 1 no

WORKING ENTRIES

REPORT NOTE

Fictional teaching data, not real customer records. Invited, attending and declined all count people, not invitations or tables. Blank reply counts mean no reply has been recorded in that field. Venue capacity and final deadlines must be confirmed directly with the venue.

Reply deadline	Guest or household label	Who follows up	Response status	People invited in this group	Recorded yes replies	Recorded no replies	Party size and access/diet notes (optional)
2026-11-02	Fictional household	Alex	Done	4	3	1	All four people accounted

Reply deadline	Guest or household label	Who follows up	Response status	People invited in this group	Recorded yes replies	Recorded no replies	Party size and access/diet notes (optional)
	A						for.
2026-11-02	Fictional household B	Sam	Done	2	2	0	Two yes replies recorded.
2026-11-02	Fictional household C	Alex	Contacted	3	2	0	Two replies recorded; one person still needs a response.
2026-11-02	Fictional guest D	Sam	Awaiting reply	1	—	—	No reply recorded yet.