WEDDING RSVP FOLLOW-UP DESK

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 Record the invitation or party label and the reply deadline.

STEP 2 Keep invitation state separate from confirmed headcount.

STEP 3 Assign an owner and follow up politely once before finalising numbers.

STEP 4 Which fact or document still needs checking?

WEDDING RSVP FOLLOW-UP DESK

Keep a dated record

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

Reference period

Review date

REPLY DEADLINE	GUEST OR HOUSEHOLD LABEL	WHO FOLLOWS UP	RESPONSE STATUS	PARTY SIZE AND ACCESS/DIET NOTES (OPTIONAL)

Outstanding question or record to confirm

WEDDING RSVP FOLLOW-UP DESK

Make the next step happen

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

ACTION 1 Record the invitation or party label and the reply deadline.

Concrete next action

Owner / due

ACTION 2 Keep invitation state separate from confirmed headcount.

Concrete next action

Owner / due

ACTION 3 Assign an owner and follow up politely once before finalising numbers.

Concrete next action

Owner / due

IMPORTANT CONTEXT

Treat RSVP data as private; use initials in shared copies and confirm venue deadlines directly.

- [ ] Source checked
- [ ] Next action assigned