

RSVP and guest list management template

Date: July 23, 2026

Timeline

08:30 – 09:15 Initial Master Guest List Audit

The event coordination team meets to verify guest contact information, email addresses, and VIP flags in the master database. This ensures zero delivery errors prior to launching the main invitation campaign.

Location: Main Strategy Room, Event Operations Hub

09:30 – 10:15 Digital Invitation Dispatch

Execute the initial batch release of digital invitations and personalized RSVP links to all primary guests. Delivery tracking and bounce-back monitors are activated immediately upon send-out.

Location: Digital Communications Desk

10:30 – 11:00 Physical Invitation Mailer Hand-off

Deliver traditional paper invitations and reply cards to the postal service for priority shipping. Tracking numbers are logged into the central guest tracking spreadsheet.

Location: Central Post Office & Postal Hub

11:15 – 12:00 RSVP Portal and Form Verification

Test incoming submissions on the web portal to ensure RSVP responses, meal preferences, and plus-one names record correctly. Troubleshooting technical glitches occurs in real time.

Location: IT & Web Support Lab

12:15 – 13:00 Midday Operations Strategy Lunch

The team takes a brief break to discuss initial bounce-back reports and review early digital confirmations. Strategy for the afternoon follow-ups is refined during lunch.

Location: Staff Lounge & Dining Area

13:15 – 14:00 VIP Guest Personal Outreach

Conduct direct phone calls and personal follow-ups with keynote speakers, honorees, and VIP attendees. Personal assistance is offered for special travel and seating requirements.

Location: VIP Relations Office

14:15 – 15:00 First Follow-Up & Courtesy Reminders

Send automated follow-up reminder emails to non-respondents from previous invitation rounds. A friendly reminder note emphasizes the upcoming response deadline.

Location: Digital Communications Desk

15:15 – 16:00 Dietary and Accessibility Audit

Aggregate collected dietary restrictions, allergies, and mobility assistance requests into a structured summary report. The team double-checks special accommodations against venue capabilities.

Location: Venue Operations Coordination Desk

16:15 – 17:00 Final Chaser Round and Phone Check

Place final phone calls to remaining outstanding guests to lock in final attendances. Unconfirmed RSVPs are marked as declined or tentative based on protocol.

Location: Guest Services Call Station

17:15 – 18:00 Catering and Floor Plan Headcount Transmission

Transmit verified guest numbers, dietary breakdown, and seating chart requests to the catering director and venue coordinator. Official sign-off confirms the final headcount for billing.

Location: Catering Liaison Suite