

# Party RSVP & Guest Count Tracker

Track invited, confirmed, declined, children, dietary notes, arrival windows, and follow-up without mixing estimates with confirmed guests.

| EVENT | RSVP DEADLINE | CAPACITY CAP | HOST CONTACT |
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RSVP STATUS

☐ Invited

☐ Confirmed yes

☐ Declined

☐ Waiting / follow-up

COUNT NOTES

☐ Adults

☐ Children

☐ Plus-ones

☐ Drop-in / open-house guests

HOSTING NOTES

☐ Dietary note

☐ Mobility / seating note

☐ Arrival window

☐ Contribution / task

HOST NOTE / CHANGE I WANT TO REMEMBER

# Party RSVP & Guest Count Tracker

Keep confirmed guests separate from estimates so quantity and seating decisions use the right number.

RSVP DEADLINE

CAPACITY CAP

CONFIRMED TOTAL

FOLLOW-UP DATE

| NAME / HOUSEHOLD | STATUS | ADULTS | KIDS | DIETARY / ACCESS NOTE | ARRIVAL / FOLLOW-UP |
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