

FINAL GUEST LIST

Use this chart to track invitations as you send them and to keep a tally of your guest list.
And remember to gather contact info for each positive reply.

Names on invitation:.....

Mailing address:.....

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E-mail:.....

Phone:.....

Notes:.....

Change of address?:.....

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Save-the-date sent

Invitation sent

RSVP response

Number of adults Number of children (ages)

Thank-you note sent

Names on invitation:.....

Mailing address:.....

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E-mail:.....

Phone:.....

Notes:.....

Change of address?:.....

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Save-the-date sent

Invitation sent

RSVP response

Number of adults Number of children (ages)

Thank-you note sent

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E-mail:.....

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RSVP response

Number of adults Number of children (ages)

Thank-you note sent

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Mailing address:.....

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E-mail:.....

Phone:.....

Notes:.....

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RSVP response

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Mailing address:.....

E-mail:.....

Phone:.....

Notes:.....

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RSVP response

Number of adults Number of children (ages)

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Names on invitation:.....

Mailing address:.....

E-mail:.....

Phone:.....

Notes:.....

Change of address?:.....

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Invitation sent

RSVP response

Number of adults Number of children (ages)

Thank-you note sent

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Mailing address:.....

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Phone:.....

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