

WEDDING GUEST COMMUNICATION TRACKER

COUPLE: _____

TARGET COUNT: _____

FINAL RSVP DATE: _____

GUEST NAME(S)	PRIORITY	SAVE THE DATE	INVITATION SENT	RSVP STATUS	DIETARY	NOTES/COMMENTS
The Harrison Family	A-List	01/10	___/___	Pending	Vegan (1)	Follow up via P
Sarah Jenkins + Guest	B-List	___/___	___/___	Awaiting B	N/A	Check mailing a

GUEST NAME(S)	PRIORITY	SAVE THE DATE	INVITATION SENT	RSVP STATUS	DIETARY	NOTES/COMI
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Strategic Guest Management Matrix â€¢ Confidential Wedding Planning Document