

hey gorgeous!

We're so glad you've downloaded this fantastic and handy Guest List Worksheet! You'll find our super popular Guest List Manager chart that helps narrow down who (and who not!) to invite, as well as worksheet pages to help you finalise who makes the list and how many invitations you'll need - just print out this handy little worksheet and whip that guest list into shape!

For your Who Do We Need to Invite worksheet, we've allowed up to 120 spaces for individual guest names as well as a blank, non-numbered page if you have a larger guest list than that - just print out a few extra sheets as you need them.

And you can do the same with the last page of the Guest List Tracker worksheet! We've allowed for 110 individual invitation spaces as well as a blank, non-numbered page so you can print out as many copies of it as you need once you've narrowed down your Need to Invite list. This also means this file isn't too large to download, so you won't wreck your mobile data or home internet download limits.

And if you have any questions? Get in touch! We love to chat - we've popped all the ways to get in touch with us at the end of this PDF. We'd love to hear from you and can't wait to create beautiful stationery for your big day.

♥ The Paper & Ink team

guest list manager

Struggling with who you should invite, who you need to invite, and who you're a little bit 'meh' about adding to your guest list? We're here to help with our handy little Guest List manager and a few key questions to ask yourself when you're making a list of possible guests - or refining your draft list down to the must-haves! If you've run them through the Guest List Manager flowchart and still can't decide, ask yourselves these important questions and if it's a no, cross them off the list. Easy-peasy.

inviting family:

Do they play an active role in your life, and have they been supportive?

inviting friends:

Are they someone you know you'll keep in contact with for years to come?

inviting co-workers:

Will you be friends if either of you move on to another job? Do you do things outside of work together?



who do we need to invite?

write each guest's name down, one by one:

1		31	
2		32	
3		33	
4		34	
5		35	
6		36	
7		37	
8		38	
9		39	
10		40	
11		41	
12		42	
13		43	
14		44	
15		45	
16		46	
17		47	
18		48	
19		49	
20		50	
21		51	
22		52	
23		53	
24		54	
25		55	
26		56	
27		57	
28		58	
29		59	
30		60	

who do we need to invite?

write each guest's name down, one by one:

61		91	
62		92	
63		93	
64		94	
65		95	
66		96	
67		97	
68		98	
69		99	
70		100	
71		101	
72		102	
73		103	
74		104	
75		105	
76		106	
77		107	
78		108	
79		109	
80		110	
81		111	
82		112	
83		113	
84		114	
85		115	
86		116	
87		117	
88		118	
89		119	
90		120	

who do we need to invite?

write each guest's name down, one by one:

[illegible]

guest list tracker

working out the final quantities

The general rule is to allow one invitation per couple, single or family. If you want to invite a family unit as a whole but they don't live at the same address, it's one for each household/living address.

don't forget the spares!

Once you've worked out your final list and invitation quantities in the previous worksheet section, don't forget to add in at least 5 to 10 spares. It may seem like a lot but there's always a last-minute invitation, someone who is forgotten from the main list, or the parents will nonchalantly mention "oh, did you remember about Uncle and Aunt So-and-So?" once you've ordered! Having spares also means that you avoid waiting for (and the expense of) reprints later on.

All you need to do now is print this beauty out and start writing down the names of your nearest, dearest, and best-beloved people. You can then tick off when you've sent each family/couple/single their invitation, when you get their RSVP back, and write down how many from each family/couple/single are attending so you know how many people to expect and plan for with your caterers, venues, and for your on-day stationery like placecards and menus as well as how many wedding favours or bombonniere you'll need to order.

We've numbered the left column so you can easily keep track of how many invitations in total you'll need.

#	our invited guests	invite sent	rsvp received	# of guests attending
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

guest list tracker

#	our invited guests	invite sent	rsvp received	# of guests attending
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
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40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				

guest list tracker

#	our invited guests	invite sent	rsvp received	# of guests attending
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
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75				
76				
77				
78				
79				
80				

guest list tracker

#	our invited guests	invite sent	rsvp received	# of guests attending
81				
82				
83				
84				
85				
86				
87				
88				
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90				
91				
92				
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107				
108				
109				
110				

guest list tracker

[illegible]



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We never get tired of what we do, and each new client and couple we create for
brings us just as much joy as the previous ones.

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