

PLANNING TOGETHER

Guest List Planner

Keep invitations, responses and guest information in one place.

This worksheet helps you track who is invited, who has replied, dietary requirements, accommodation needs and any details your wedding team should know.

Amber Springs Hotel | Gorey | County Wexford

Guest List Overview

Total invited		Adults		Children	
Accepted		Declined		Awaiting reply	
Day guests		Evening guests		Rooms required	

Guest Register

Guest Name	Day / Evening	RSVP	Dietary	Room	Notes

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Important Guest Details

Use this page for information that may need special attention.

■ Guests requiring accessible bedrooms or seating
■ Children requiring highchairs or children's meals
■ Guests with allergies or dietary requirements
■ Guests travelling from overseas
■ Guests requiring transport information
■ Family members involved in speeches or formalities
■ Anyone requiring additional assistance on the day

Accommodation Tracker

Guest	Room Type	Arrival	Departure	Booking Ref

Notes

Notes