

# SOP: Process for Managing Meeting Invitations and RSVPs

This SOP details the **process for managing meeting invitations and RSVPs**, covering the creation and distribution of invitations, tracking attendee responses, sending reminders, handling cancellations or changes, and maintaining accurate records. The goal is to ensure efficient coordination, clear communication, and smooth organization of meetings by managing all aspects of invitations and attendance confirmations effectively.

## 1. Purpose

To provide a standardized process for managing meeting invitations, tracking RSVPs, and ensuring effective communication with attendees.

## 2. Scope

This SOP applies to all employees responsible for organizing and coordinating meetings within the organization.

## 3. Responsibilities

- **Meeting Organizer:** Initiate meeting planning, send invitations, manage RSVPs, send reminders, update attendees on changes, and maintain records.
- **Participants:** Respond to invitations promptly and notify organizer of any changes in attendance status.

## 4. Procedure

1. **Scheduling the Meeting**
  - Confirm meeting objectives, agenda, date, time, and location (physical or virtual).
  - Identify and list required and optional attendees.
2. **Creating the Invitation**
  - Draft the invitation using a calendar tool (e.g., Outlook, Google Calendar) or email.
  - Include clear agenda, objectives, date/time, location/link, and RSVP request.
3. **Distributing Invitations**
  - Send the invitation at least **7 days in advance** for regular meetings, or as early as possible for urgent ones.
  - Ensure all intended recipients are included.
4. **Tracking RSVPs**
  - Regularly check attendee responses in the calendar tool or manually track responses.
  - Follow up individually with those who have not responded **2-3 days before** the meeting.
5. **Sending Reminders**
  - Send a reminder to all confirmed attendees **1 day before** the meeting, including meeting details and any preparatory materials.
6. **Handling Cancellations or Changes**
  - Notify all invitees promptly in case of cancellation or schedule changes.
  - Update the meeting details in the calendar invite and resend if applicable.
7. **Record Keeping**
  - Maintain up-to-date records of invites sent, RSVPs received, and final attendance.
  - After the meeting, update records to reflect actual attendance if needed.

## 5. Documentation and Tools

Tool/Document	Purpose
Calendar Platform (e.g., Outlook, Google Calendar)	Invitation creation, distribution, and RSVP tracking
Attendance Tracking Sheet	Manual record of responses and attendance
Email Templates	Standardized messages for invitations, reminders, and follow-ups

## 6. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial version	Admin