

# SOP: Guest List Management, Invitations, and RSVPs

This SOP details the process for **guest list management, invitations, and RSVPs**, covering the creation and maintenance of accurate guest lists, timely design and distribution of invitations, clear communication of event details, tracking and confirmation of RSVPs, and follow-up procedures to ensure an organized and efficient event planning process.

## 1. Purpose

To ensure a systematic approach to handling guest lists, sending invitations, tracking RSVPs, and follow-ups, facilitating a well-organized event with accurate attendance numbers.

## 2. Scope

This procedure applies to all team members involved in planning and managing events.

## 3. Responsibilities

Role	Responsibility
Event Coordinator	Oversee process, approve guest list, monitor invitations and RSVPs.
Admin Staff	Compile and maintain guest list, distribute invitations, track RSVPs.
Design Team	Design invitation materials.

## 4. Procedure

- Guest List Creation and Maintenance**
  - Collect proposed guest names from relevant stakeholders.
  - Consolidate names into a master spreadsheet or guest list template including: Name, Organization, Email, Phone, Invitation Status, RSVP Status, Special Requirements.
  - Review and approve the preliminary guest list with the event coordinator.
  - Update the guest list regularly to ensure accuracy.
- Design and Preparation of Invitations**
  - Work with the design team to create invitation materials (digital and/or print).
  - Ensure all invitations include: event name, date, time, location, dress code, RSVP deadline, and contact details.
  - Have the event coordinator review and approve final invitations.
- Distribution of Invitations**
  - Send invitations via selected channels (email, post, or other platforms) at least 4–6 weeks prior to the event.
  - Log the date and method of distribution for each guest in the guest list tracker.
- RSVP Management**
  - Set RSVP deadline (usually 2–3 weeks before the event).
  - Monitor incoming RSVPs daily and update guest list status accordingly.
  - Send confirmation messages to guests who RSVP "Yes".
- Follow-up Procedures**
  - Three days before the RSVP deadline, follow up with non-responders via email or phone.
  - Record final headcount and special requirements (dietary, accessibility, etc.).
  - Send final confirmation with event details and instructions, if necessary.

## 5. Documentation

- Maintain archives of the final guest list and RSVP responses for future reference.
- Keep records of invitation materials and correspondence.

## 6. Review

This SOP should be reviewed annually or after significant events to improve and update procedures as needed.

## 7. Sample Guest List Tracker (Template)

Name	Organization	Email	Invite Sent (Date)	RSVP Status	Special Requirements	Notes
Jane Smith	ABC Corp	jane.smith@abccorp.com	03/01/2024	Yes	Vegetarian	Confirmed
John Doe	XYZ Inc.	john.doe@xyzinc.com	03/01/2024	No Response	None	-