

THE WEDDING GUEST LIST WORKSHEET

A intentional, stress-free strategy for curating your perfect wedding guest list.

A Note From Chris

There is a dangerous myth out there that wedding planning has to be stressful, overwhelming, and exhausting. I am here to tell you that it absolutely doesn't have to be! Curating your guest list is all about surrounding yourselves with the exact people who have supported, loved, and shaped your journey as a couple. Take a deep breath, navigate these parameters one gentle step at a time, and look forward to looking out at a room filled entirely with your favorite faces.

*With warmth and excitement,
Chris Ramsay*

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1. STRATEGY & GUEST COUNT PARAMETERS

- ☐ Establish maximum venue guest capacity limits
- ☐ Determine overall target guest count based on your budget
- ☐ Decide on an explicit "No Kids" policy (if applicable)
- ☐ Establish clear rules for standard plus-one invitations
- ☐ Determine budget allocation per individual guest head
- ☐ Align on guest split ratios between families (e.g., 50/25/25)

Cute detail idea: Sit down for a quiet date night together to compile your initial dream lists before cross-referencing your budget parameters.

2. CATEGORIZING & CREATING TIERS

- ☐ Draft your non-negotiable "A-List" (Immediate family & closest friends)
- ☐ Draft your conditional "B-List" (Extended group & acquaintances)
- ☐ Separate names into categories (Partner A, Partner B, Mutual, Parents)
- ☐ Verify spellings of all guest names and their partners

3. INFORMATION COLLECTION & DETAILS

- ☐ Collect up-to-date mailing addresses for all households
- ☐ Gather digital contact options (email/phone) for missing updates
- ☐ Note dietary restrictions, restrictions, or severe allergies
- ☐ Mark accessibility or special mobility needs for venue spacing
- ☐ Identify out-of-town guests requiring lodging accommodations

Cute detail idea: Set up a centralized digital spreadsheet or online portal early to easily organize addresses as you collect them.

4. INVITATION & CORRESPONDENCE TRACKING

- ☐ Track Save-the-Date mailings and delivery updates
- ☐ Log formal wedding invitation mailing dates
- ☐ Record "Accept" or "Decline" RSVP responses as they arrive
- ☐ Track exact total counts of physical vs. digital responses
- ☐ Follow up with non-responders directly after the RSVP deadline

5. TABLE SEATING & FINAL STEPS

- ☐ Group guests logically by relationships or social circles
- ☐ Assign confirmed guests to specific table numbers
- ☐ Provide the final headcount to the coordinator and caterer
- ☐ Deliver final dietary logs directly to the kitchen staff
- ☐ Print formal place cards and the main seating chart display

Cute detail idea: Use color-coded sticky notes on a poster board to map out your tables dynamically before locking in your final chart!