# Wedding Guest List Management

This playbook outlines strategies for effectively creating and managing a wedding guest list. It covers the process from initial creation, making difficult choices, tracking invitations, and organizing RSVPs.

### Step 1: Initial List

Create an initial list of potential guests. Include family, friends, colleagues, and other acquaintances whom you might consider inviting. Segregate the list into 'must-have' invites and 'nice-to-have' invites.

### Step 2: Budget Analysis

Assess your budget and venue capacity to determine the maximum number of guests you can invite. This will help you make necessary cuts to your initial list.

### Step 3: Prioritize Guests

Use your 'must-have' and 'nice-to-have' lists to prioritize guests based on your budget and venue constraints, considering the closeness and importance of each relationship.

### Step 4: Send Invitations

Prepare and send out your wedding invitations. Include all necessary details and a method for RSVPing, and request RSVPs by a specific date.

### Step 5: Track RSVPs

Create a system to track RSVPs as they come in. This could be a spreadsheet or a wedding planning app where you can note who has responded and who has not.

### Step 6: Follow Up

Reach out to guests who have not responded by the RSVP deadline to confirm their attendance.

### Step 7: Finalize List

Based on the RSVPs and after following up, finalize your guest list. Make any necessary adjustments according to the latest counts.

### Step 8: Seating Plan

Create a seating chart for your wedding reception. Place guests strategically, considering relationships and dynamics, to ensure a comfortable and enjoyable experience for everyone.

## General Notes

### Sensitive Cuts

When removing people from your guest list, be sensitive and considerate. If someone asks why they were not invited, be honest but gentle in your explanation.

### Plus-One Policy

Decide on a consistent policy for allowing guests to bring a plus-one and communicate this clearly in your invitations.

### Contingency List

Have a contingency list of guests who you couldn't invite initially due to space but might consider if more room becomes available from declined RSVPs.