



FREE PRINTABLE WEDDING PLANNER

Beach Wedding Guest List & RSVP Tracker

A calm, beautiful way to keep every guest detail in one place.

COUPLE

WEDDING DATE

RSVP DEADLINE

INSIDE YOUR PRINTABLE

- 01

Guest list
- 02

Mailing details
- 03

Invitation tracker
- 04

RSVP responses
- 05

Meal preferences
- 06

Gifts & thank-yous

PRINT THE TRACKER PAGES AS OFTEN AS YOU NEED

✦ CALM COASTAL PLANNING • EDITABLE IN CANVA ✦

GUEST LIST | YOUR MASTER LIST

01 / YOUR MASTER LIST

Guest List

Keep households, plus-ones and your expected guest count together.

COUPLE:

WEDDING DATE:

NO.	GUEST / HOUSEHOLD	SIDE / GROUP	PLUS ONE?	TOTAL GUESTS	CHILD?
01			☐		☐
02			☐		☐
03			☐		☐
04			☐		☐
05			☐		☐
06			☐		☐
07			☐		☐
08			☐		☐
09			☐		☐
10			☐		☐
11			☐		☐
12			☐		☐
13			☐		☐
14			☐		☐
15			☐		☐
16			☐		☐
17			☐		☐
18			☐		☐

TIP: Print additional copies for each side of the family, friend group or event.

Mailing & Contact List

Collect invitation-ready addresses, emails and phone numbers in one place.

COUPLE:

WEDDING DATE:

NO.	GUEST / HOUSEHOLD	STREET ADDRESS	CITY / STATE / ZIP	PHONE / EMAIL
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				

TIP: Use the phone / email space for whichever contact detail is most helpful.

INVITATIONS | SENT WITH LOVE

03 / SENT WITH LOVE

Invitation Tracker

See what has been sent, what still needs an address and who needs a reminder.

COUPLE:

WEDDING DATE:

NO.	GUEST / HOUSEHOLD	ADDRESS READY	SAVE THE DATE SENT	INVITE SENT	DATE / NOTES
01		☐	☐	☐	
02		☐	☐	☐	
03		☐	☐	☐	
04		☐	☐	☐	
05		☐	☐	☐	
06		☐	☐	☐	
07		☐	☐	☐	
08		☐	☐	☐	
09		☐	☐	☐	
10		☐	☐	☐	
11		☐	☐	☐	
12		☐	☐	☐	
13		☐	☐	☐	
14		☐	☐	☐	
15		☐	☐	☐	
16		☐	☐	☐	
17		☐	☐	☐	

TIP: Write the mailing date in the notes column so follow-ups are easy to time.

RSVP Tracker

Track replies, confirmed headcounts and the guests who still need a follow-up.

COUPLE:

WEDDING DATE:

NO.	GUEST / HOUSEHOLD	YES	NO	TOTAL ATTENDING	FOLLOW UP	DATE REPLIED
01		☐	☐		☐	
02		☐	☐		☐	
03		☐	☐		☐	
04		☐	☐		☐	
05		☐	☐		☐	
06		☐	☐		☐	
07		☐	☐		☐	
08		☐	☐		☐	
09		☐	☐		☐	
10		☐	☐		☐	
11		☐	☐		☐	
12		☐	☐		☐	
13		☐	☐		☐	
14		☐	☐		☐	
15		☐	☐		☐	
16		☐	☐		☐	
17		☐	☐		☐	
18		☐	☐		☐	

TIP: Set a gentle reminder date for guests who have not replied by your deadline.

Meal & Dietary Preferences

Keep menu selections, allergies and other important accommodations organized.

COUPLE:

WEDDING DATE:

NO.	GUEST NAME	MEAL CHOICE	ALLERGIES / DIETARY NEEDS	TABLE / NOTES
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				

TIP: Share important allergy information directly with your caterer or venue.

Gifts & Thank-You Notes

Remember each thoughtful gift and keep track of every thank-you note.

COUPLE:

WEDDING DATE:

NO.	GUEST / HOUSEHOLD	GIFT / THOUGHTFUL DETAIL	DATE RECEIVED	THANK-YOU SENT
01				☐
02				☐
03				☐
04				☐
05				☐
06				☐
07				☐
08				☐
09				☐
10				☐
11				☐
12				☐
13				☐
14				☐
15				☐
16				☐
17				☐

TIP: Add a memorable detail about the gift to make each thank-you note more personal.

Wedding Guest Summary

Pull your numbers together, follow up and breathe a little easier.

COUPLE:

WEDDING DATE:

01

GUESTS INVITED

02

ATTENDING

03

DECLINED

04

AWAITING RSVP

Final guest details

RSVP DEADLINE

FINAL GUEST COUNT DUE

ADULTS ATTENDING

CHILDREN ATTENDING

MEALS CONFIRMED

ALLERGIES SHARED WITH CATERER

Follow-up checklist

- ☐

Collect any missing mailing addresses
- ☐

Send a gentle reminder to unanswered guests
- ☐

Confirm final headcount with the venue
- ☐

Share meal selections and allergy details
- ☐

Update seating or table assignments
- ☐

Finish and mail any outstanding thank-you notes

NOTES