

Event RSVP form

Reply to the organiser by the date shown. Complete the attendance response and guest details below.

1. Event details (organiser completes)

Event name	Event date / time
Venue	Reply by / return contact

2. Your details

Name	Email / phone
Response: Attending / Unable to attend	Total attending (including you)

3. Guests and meal choices (if offered)

Guest name	Meal choice

4. Message to the organiser

Additional message (optional)	
Reply date	Booking / invitation reference (optional)