

# GUEST LIST & FOLLOWUP SHEET FOR A SUCCESSFUL SPA/PARTY

Invitation Sent eVite Sent Hostess Confirmation Sent Reminder eVite Sent Call Guests Call Hostess Send Guest Thank You's Send Hostess Thank You's Send "We Missed You" @postcards										NOTES	
1 )	HOSTESS NAME:										
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
SPA/PARTY DATE/TIME:											
2 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	
3 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	
4 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	
5 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	
6 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	
7 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	
8 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	
9 )	GUEST NAME:									RSVP: Yes No Maybe	
	ADDRESS:										
	CITY/STATE/ZIP:										
	EMAIL ADDRESS:										
	PHONE #:										
										# OF GUESTS:	

