

# Guest list management and RSVP tracking

This workflow automatically manages wedding guest lists and tracks RSVPs across multiple platforms, sending personalized follow-ups to non-responders and providing real-time attendance updates to couples and vendors.

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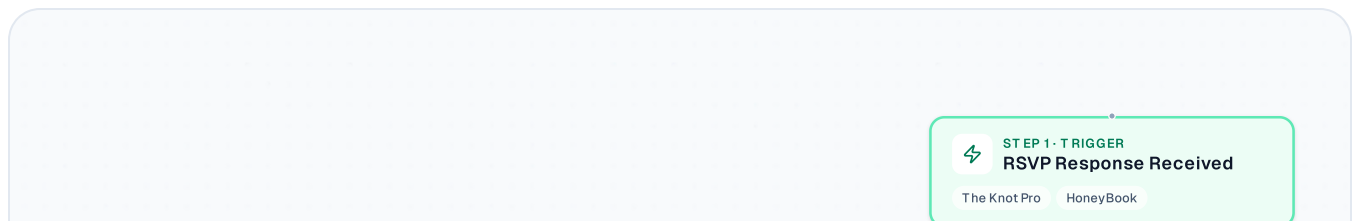
## WORKFLOW TRIGGER

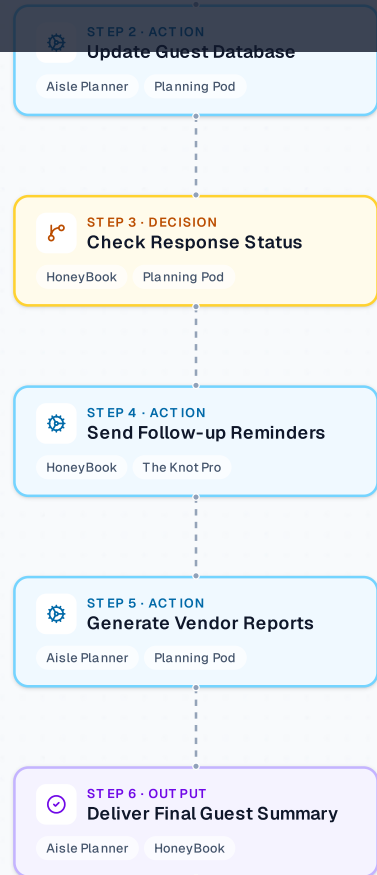


Wedding invitation is sent to guest list via digital platform or RSVP deadline approaches

## Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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## Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

### RSVP Response Received

Guest submits RSVP response through wedding website, email, or text message. System captures response details including meal preferences

and plus-one information.

## AI Business OS

The Knot Pro

HoneyBook

2

 ACTION

### Update Guest Database

RSVP data is automatically synced to the master guest list with attendance status, dietary restrictions, and seating preferences. Guest count totals are recalculated in real-time.

Aisle Planner

Planning Pod

3

 DECISION

### Check Response Status

System evaluates if guest has responded by RSVP deadline and determines appropriate next action. Routes to follow-up sequence or confirmation process based on response status.

HoneyBook

Planning Pod

4

 ACTION

### Send Follow-up Reminders

Automated personalized reminder messages sent to non-responding guests via their preferred communication channel. Escalation sequence includes multiple touchpoints before deadline.

HoneyBook

The Knot Pro

5

 ACTION

### Generate Vendor Reports

Updated guest counts and meal selections automatically distributed to caterer, venue coordinator, and other vendors requiring headcount information. Reports include special dietary needs and seating arrangements.

Aisle Planner

Planning Pod

6

🕒 OUTPUT

## Deliver Final Guest Summary

Comprehensive RSVP report provided to couple and wedding planner with final headcount, meal breakdown, and outstanding responses. Includes formatted guest list for day-of coordination.

Aisle Planner

HoneyBook



## Outputs

- Final guest headcount with meal preferences
- Vendor notification reports with updated numbers
- Non-responder follow-up campaign results



## Key Metrics

## AI Business OS

- RSVP response rate percentage
- Average response time in days
- Guest count accuracy vs final attendance



### Tools & Integrations

- The Knot Pro
- HoneyBook
- Aisle Planner
- Planning Pod

Actionable AI implementation strategies for  
**AI Business OS** ready to transform their  
operations.

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