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| **Guest List Template** |
| Purpose: Manage RSVPs, dietary needs, and seating. |
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| **Guest Name** | **RSVP Status** | **Dietary Restrictions** | **Table #** | **Gift Given** |
| John Doe | ✅ Attending | Vegetarian | 5 | Yes |
| John Smith | ❌ Declined | None |   | No |
| Jane Smith | ✅ Attending | Gluten-Free | 3 | Yes |
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| [source: www.neworchards.com](https://www.neworchards.com) |