

Guests & suppliers

Clear decisions, calmer conversations



AI illustration - fictional scene

PRACTICAL GUIDE + WORKSHEETS

ENGLISH / EDITION 1.2

Less uncertainty. More clarity.

This short guide offers an organizing method, illustrative examples and a printable worksheet. Read it together, make one decision at a time and adapt the tools to your circumstances. Figures and times are hypothetical. No supplier outcome, saving or perfect event is guaranteed. It does not replace legal or financial advice or venue instructions. Original content prepared with AI assistance and editorially checked; no personal professional experience or testimonials are claimed.

- 01 Set the rule before the list
- 02 Keep a minimal guest record
- 03 Make the invitation practical
- 04 Follow up respectfully
- 05 Write a supplier brief
- 06 Choose beyond the headline price
- 07 Confirm and hand over

PRACTICAL WORKSHOPS

- One useful version
- Read replies without guessing
- Messages you can adapt
- A late change

Set the rule before the list

Start with the venue's actual capacity and your budget, then agree on invitation rules together. Decide how you will handle partners, children and family requests. A shared rule cannot remove every emotion, but it gives you a reference instead of negotiating every name from scratch. Separate people under consideration from invited and confirmed guests. Do not promise a place before checking numbers and costs. Schedule a deliberate review rather than changing the list every day.

YOUR NEXT STEP

Write your invitation rules and target attendance before sending invitations.

ILLUSTRATIVE EXAMPLE

You agree to invite partners already known to you. Discuss any exception together before communicating it.

VISUAL CHECKPOINT

