

EVENT INVITES – HELPFUL GUIDELINES

DETAILS NEEDED

- Date
- Time
- Place (homes, parks, beach, bowling, escape room)
- RSVP by date
- Are spouses invited? *Verbiage example below*
- Is childcare provided? *Verbiage example below*
- What is the goal of the event? What will “happen” at the event?

WHAT TO BRING EXAMPLE

- Water Bottles
- Drinks (Lemonade, Ice Tea, etc.)
- Main Dish
- Appetizer/Side Dish
- Salad
- Dessert
- Napkins & Plasticware
- Plates & Cups

NOTES

- If it's potluck style, let them know that there is a What To Bring section. Some people don't check that kind of stuff)
- In the message section, use text features (like bold text) to make certain items catch the eye
- Event Reminder: 2 days before event – Sometimes people forget about the event
- Hide RSVP list from guests

FOOD FOR 34 PEOPLE EXAMPLE

Sign Up to Bring Something [Edit](#)



Item	Who	Still Needed
3 Water Bottles	Rick Rice	0 of 3
2 Drinks (Lemonade, Ice Tea, etc.)	Alexa Boyd	0 of 2
4 Main Dish	Rachel Malburg Mike Angeloff Noel Perez Janine Albert	1 of 5
4 Appetizer/Side Dish	Bella Apone 🍷🍷 Victoria Fredeen Eric Tolbert Ashley Lampkin	2 of 6
4 Dessert	Linda Vivas Alex Gonzalez Kelsey Brossman Ronald Vivas	0 of 4
1 Napkins & Plasticware	Ira White	0 of 1
1 Plates & Cups	Rick Rice	0 of 1
1 Salad	Ronald Vivas	0 of 1
2 Drinks	Samuel Muhumuza	0 of 2

Add to List

EXAMPLE OF MESSAGE

MESSAGE FROM HOST

Hey Worship Fam!

2019 is coming to a close, and due to the craziness of the Christmas season I'd love to ring in the New Year together! Samuel will be here this year, AND our Infuse team members will be joining us!

This night will be a time for us to fellowship with one another (maybe even meet some new faces!) and just have fun! Food will be potluck style, so check out the "**What to Bring List**" to sign up to bring something.

Please note that spouses are invited if they aren't also on the team, so please include them in your response so we know how many people to plan for. Sorry, no kids allowed.

Please **RSVP** by **Thursday, January 2nd**.

Your host has added:



What To Bring

VERBIAGE FOR SPOUSES/KIDS

“Please note that spouses are invited if they aren't also on the worship team. They are not obligated to come, but please include them in your response (if they are coming) so we can plan food accordingly. Sorry, no kids allowed.”