RSVP question sets and invite wording

Copy-ready question sets for a party, a baby shower, a graduation party and a work event, with invite wording, a closed-form message and a confirmation email for each.

How to use this pack

1. Pick the set that fits your event. Every set starts with the same two questions: a name and a yes or no.

2. Build it in any online form tool. In HornetForms, start from the free RSVP template and change the questions to match, or import online-rsvp-sample-import.csv to get the core questions in one step.

3. Put the two first questions on page 1 and the rest on page 2. Then a guest who can't come jumps straight to the end.

4. Swap the names, dates and [brackets] in the wording for your own. The guide is at https://hornetforms.com/blog/online-rsvp.

The core online RSVP

Six questions cover most events. Add one or two from the sets below if you need them, and stop there.

#	Question	Type	Options, settings and logic
1	Your name	Short answer	Required. For a family invite, ask for the household name instead.
2	Will you be there?	Multiple choice	Yes, No. Required. Logic: when the answer is No, jump to the end, so a guest who can't come answers two questions and sees your thank-you screen.
3	How many people are coming with you?	Number	Page 2. Description: Not counting you. Min 0, a Max that fits your space, Whole numbers only.
4	Any food allergies or dietary needs?	Checkboxes	Page 2. None, Vegetarian, Vegan, Gluten-free, Dairy-free, Nut allergy, Other. Logic: show a short answer "Tell us more" when Other is ticked.
5	Email for your confirmation	Email	Page 2. Optional. Pick it in the notification settings to send a confirmation email.
6	Anything else we should know?	Long answer	Page 2. Optional.

Birthday or house party

Works for a kids' party or a grown-up one. Delete the drop-off questions for adults.

#	Question	Type	Options, settings and logic
1	Your name	Short answer	Required.
2	Can you make it?	Multiple choice	Yes, No. Required. Logic: No jumps to the end.
3	How many adults are coming, counting you?	Number	Page 2. Min 1, Whole numbers only.
4	How many kids are coming?	Number	Page 2. Min 0, Whole numbers only.
5	Any food allergies or dietary needs?	Checkboxes	Page 2. None, Vegetarian, Vegan, Gluten-free, Dairy-free, Nut allergy, Other. Logic: show a short answer "Tell us more" when Other is ticked.
6	Will a grown-up stay at the party?	Multiple choice	Page 2. Yes, staying; No, dropping off. Logic: show "Best phone number for pickup" (Phone) when the answer is No, dropping off.
7	Anything else we should know?	Long answer	Page 2. Optional.

Invite wording

Where	Wording you can copy
Text or chat message	Maya is turning 7! Join us on Saturday, June 12, 2 to 4 p.m., at Riverside Park, Shelter B. Tap to RSVP by June 5: [your link]
Card or email line	Please RSVP by June 5. Scan the code or visit [your short link]. One reply per family, please.
Closed-form message	RSVPs for Maya's party closed on June 5. Plans changed? Text Sam at [your number].

Confirmation email

Subject: Thanks for your RSVP to Maya's party

Body: Thanks for letting us know! If you're coming, here are the details again: Saturday, June 12, 2 to 4 p.m., Riverside Park, Shelter B. [Get directions](your map link). See you there!

Baby shower

Warm and short. The date guess is just for fun, so leave it optional.

#	Question	Type	Options, settings and logic
1	Your name	Short answer	Required.
2	Will you join us?	Multiple choice	Joyfully yes, Sadly no. Required. Logic: Sadly no jumps to the end.
3	How many people are coming with you?	Number	Page 2. Description: Not counting you. Min 0, Whole numbers only.
4	Any food allergies or dietary needs?	Checkboxes	Page 2. None, Vegetarian, Vegan, Gluten-free, Dairy-free, Nut allergy, Other. Logic: show a short answer "Tell us more" when Other is ticked.
5	Guess the baby's birthday (just for fun)	Date	Page 2. Optional.
6	A note for the parents-to-be	Long answer	Page 2. Optional.
7	Mailing address for a thank-you card	Long answer	Page 2. Optional. Delete it if you won't mail cards.

Invite wording

Where	Wording you can copy
Text or chat message	You're invited to a baby shower for Priya! Sunday, April 25, at 1 p.m., at our place. Can you come? Reply by April 15: [your link]
Card or email line	Kindly reply by April 15 at [your short link].
Closed-form message	Replies for Priya's baby shower closed on April 15. Questions? Call Anna at [your number].

Confirmation email

Subject: Thanks for your reply to Priya's baby shower

Body: Thank you for replying! If you're joining us, we'll see you on Sunday, April 25, at 1 p.m. Here's the address: [Open the map](your map link). Priya is registered at [the registry](your registry link) if you'd like to look.

Graduation party or open house

Open houses run for hours, so ask when people plan to stop by. It helps you time the food.

#	Question	Type	Options, settings and logic
1	Your name	Short answer	Required.
2	Will you stop by?	Multiple choice	Yes, No. Required. Logic: No jumps to the end.
3	About when will you arrive?	Multiple choice	Page 2. 1 to 3 p.m., 3 to 5 p.m., 5 to 7 p.m. (match your hours).
4	How many in your group, counting you?	Number	Page 2. Min 1, Whole numbers only.
5	Any food allergies or dietary needs?	Checkboxes	Page 2. None, Vegetarian, Vegan, Gluten-free, Dairy-free, Nut allergy, Other. Logic: show a short answer "Tell us more" when Other is ticked.
6	A message for the graduate	Long answer	Page 2. Optional.
7	May we add your message to a memory book?	Multiple choice	Page 2. Yes, No.

Invite wording

Where	Wording you can copy
Text or chat message	Jordan graduated! Come celebrate at our open house on Saturday, June 19, any time from 1 to 7 p.m. Let us know by June 12: [your link]
Card or email line	The family of Jordan Lee invites you to an open house in honor of Jordan's graduation. Kindly reply by June 12 at [your short link].
Closed-form message	Replies for Jordan's open house closed on June 12. You're still welcome to call us at [your number].

Confirmation email

Subject: Thanks for your reply to Jordan's open house

Body: Thanks for replying! If you're coming, drop by any time on Saturday, June 19, between 1 and 7 p.m. [Get directions](your map link).

Work event (team day, lunch or holiday party)

Ask for the work email first: it is your list of names and the address for the confirmation.

#	Question	Type	Options, settings and logic
1	Your name	Short answer	Required.
2	Work email	Email	Required. Pick it in the notification settings for the confirmation email.
3	Team or department	Dropdown	Your list of teams.
4	Will you attend?	Multiple choice	Yes, No. Required. Logic: No jumps to the end.
5	Which parts will you join?	Checkboxes	Page 2. Morning session, Lunch, Afternoon session, Evening dinner.
6	Any food allergies or dietary needs?	Checkboxes	Page 2. None, Vegetarian, Vegan, Gluten-free, Dairy-free, Nut allergy, Other. Logic: show a short answer "Tell us more" when Other is ticked.
7	Anything that would make the day easier for you?	Long answer	Page 2. Optional. Description: For example step-free access or a quiet room.

Invite wording

Where	Wording you can copy
Text or chat message	Save your seat: our spring team day is Thursday, May 20, 9 a.m. to 4 p.m., at the Harbor Room, with dinner after. Please reply by Friday, May 14, so we can confirm numbers: [your link]
Card or email line	Please reply by Friday, May 14: [your short link]
Closed-form message	Replies for the spring team day closed on May 14. If your plans changed, message Lee.

Confirmation email

Subject: You're on the list for the spring team day

Body: Thanks for replying! If you're coming: Thursday, May 20, 9 a.m. to 4 p.m., Harbor Room, 2nd floor. [Add it to your calendar](your calendar link).

Reply-by lines for any invite

- Kindly reply by [date].
- Please RSVP by [date] at [your short link].
- Let us know by [date] so we can plan the food.
- Reply in a minute at [your short link]. No account needed.
- Can't make it? Please tell us anyway, so we can plan.
- One reply per household, please.

A friendly nudge to send from your own phone or email

Hi [name]! We're counting heads for [event] on [date]. Can you let us know by [date]? Here's the link: [your link]

Send it a few days before the reply-by date to anyone who hasn't answered.

Good to know about food allergies

The FDA lists nine major food allergens: "The major food allergens are milk, eggs, fish, Crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and sesame."

Source: U.S. Food and Drug Administration, "Food Allergies", https://www.fda.gov/food/nutrition-food-labeling-and-critical-foods/food-allergies (content current as of 03/11/2026, accessed 28 October 2026).

Seven checkbox options keep the list short. If a guest ticks Nut allergy or Other, the "Tell us more" question lets them say exactly what to avoid.

Before you send the link

- [ ] Publish the form and open it on your phone. Send one test reply with Yes and one with No.
- [ ] Check that a No skips the details page.
- [ ] Set the close date to the evening of your reply-by date, not before it.
- [ ] Write a closed-form message in plain text, with a phone number or a name to contact.
- [ ] If space is tight, set a response limit. It counts replies, not people, and a No counts too.
- [ ] Pick the email question in the notification settings if you want guests to get a confirmation.
- [ ] Turn on an email to yourself for each new response, or connect Google Sheets.
- [ ] Put the link in your invite text, email or card, with the reply-by date beside it.

Notes

*Confirmation email: write your own subject (up to 200 characters) and body (up to 5,000). Links written as [text](url) arrive clickable, and **bold** works too.*