

Event Invitation Form Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Read the event details and reply deadline supplied by the organizer. Reply only for the people included in your invitation. This form records an RSVP; follow the organizer's instructions about confirmation or tickets. All fields are optional.

1. What name should we use for this reply?

2. What email address should we use for questions about your reply?

3. Do you expect to attend the event?

- ☐ Yes
- ☐ No
- ☐ Not sure yet

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4. If you answered yes, how many invited people does your reply include, counting yourself?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 or more
- ☐ Not applicable

5. What information would help you prepare or decide whether to attend?

6. What question would you like to ask the organizer?
