RSVPgate

Event request form

Fill in, save and email it to ankit@utenx.com
or fill it in online at rsvpgate.com/plan

Prefer to fill it in offline? Complete this form, save it, and email it back with your guest list in our Excel template. Fields marked * are required. One form per event day.

About you

Your name *

Company

Email *

Mobile (WhatsApp) *, with country code

The event

Event name *

Date * (DD/MM/YYYY)

Expected guests *

Venue *

Doors open (e.g. 19:00)

Event ends

Invitations

Delivery *

◯ WhatsApp ◯ Email ◯ Both

Can guests leave and come back in? *

◯ Yes ◯ No

Invitation design *

◯ We have artwork ◯ Please design it

Sender name on the invitation (e.g. your company or brand)

How it works

Guest list: one row per guest in our Excel template: name, mobile with country code, email if sending by email, party size if known, and category. Screenshots and chat messages get missed.
Late guests are welcome: keep adding rows at any time. Updates usually go out at 09:00, 10:00, 12:00, 14:00, 16:00 and 18:00 (Dubai), and urgent ones can go out right away.
WhatsApp: we need the message at least two days before the first send, as WhatsApp approves the text first.

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WhatsApp message (if sending by WhatsApp)

Choose one template or write your own. **{name}** becomes each guest's name; {event}, {date}, {venue}, {doors} and {sender} are filled in from your details above. Plain invitation wording is approved fastest.

- ◯ **Classic**
  Dear {name}, you are invited to {event} at {venue} on {date}. Your personal invitation is attached. Please show the QR code at the entrance.
- ◯ **Launch**
  Dear {name}, {sender} is pleased to invite you to {event} on {date} at {venue}. Your personal QR invitation is attached; please present it at the entrance.
- ◯ **Formal evening**
  Dear {name}, we are delighted to welcome you to {event} on {date} at {venue}. Doors open at {doors}. Your personal invitation is attached; kindly show the QR code on arrival.
- ◯ **With guests**
  Dear {name}, your invitation to {event} on {date} at {venue} is attached. It is valid for you and the guests confirmed with you. Please show the QR code at the entrance.
- ◯ **Entry pass**
  Hello {name}, here is your entry pass for {event} on {date}. Please show the QR code at the entrance.
- ◯ **Registration**
  Dear {name}, thank you for registering for {event}. Your entry pass for {date} at {venue} is attached. Please keep it ready at the entrance.
- ◯ **Own message**

Guest list

☐ Attached, in the Excel template ☐ We will send it later

Anything else we should know

Thank you. We will be in touch shortly after receiving your form.