

Event RSVP using Google Forms

You can create a RSVP for your event using Google Forms.

To create the RSVP:

- Go to Google Forms: <https://docs.google.com/forms/u/0/>
- Start a New Form
- Click the RSVP template icon at the top
- Click on each section to edit and add your own info
- Click the trash icon to remove any unwanted sections
- Click the dotted icon in the top middle of a section to drag it into a different position
- In the upper right, click the palette icon to change the background color.
- Click the eye icon to preview the form.
- Click the Settings icon to request that email addresses be collected, that visitors can edit their responses, edit your confirmation message, etc. **UNCHECK** the box that says: Requires Sign In.

There are also some small icons on the right where you can:

- Add a question
- Add a title and description
- Add image
- Add video
- Add section

To receive email notifications from Google when someone responds:

- Click Responses on the form
- Click the Settings icon (3 vertical dots)
- Click Get email notification for new responses

When the form is ready, click SEND.

Send via

click the brackets icon < >

Embed HTML

click COPY



QUESTIONS

RESPONSES

Event RSVP

Event Address: 123 Your Street Your City, ST 12345
Contact us at (123) 456-7890 or no_reply@example.com

Can you attend? *

- Yes, I'll be there
- Sorry, can't make it

What are the names of people attending?

Long answer text

How did you hear about this event?

- Website
- Friend
- Newsletter
- Advertisement

Comments and/or questions

Long answer text

