

03 / COUNT EXAMPLE

Worked example of a final count

All figures are fictional. One reception invited 100 people, including the couple and wedding party but excluding supplier teams. At the first check there are 82 yes replies, 13 no replies and 5 pending replies: $82 + 13 + 5 = 100$.

At the first check	People	Information status
Adults attending	76	Meal choices required
Children attending	6	Child meals agreed
Supplier team members	4	Separate supplier meals agreed
Expected meals if all confirmed	86	82 guest meals plus 4 supplier meals

The missing-choice test

Adult selections total 44 chicken + 20 fish + 10 vegetable = 74. There are 76 confirmed adults, so two choices are missing. A dietary request from someone already in those 74 selections is not an extra meal.

Resolve before sending the final version

The two adults choose chicken and vegetable. All five pending people then explicitly decline, giving 82 yes and 18 no. No unknown attendance remains. The supplier confirms the four team meals and the arrangements for every dietary request.

Final meal category	Count
Chicken adult meals	45
Fish adult meals	20
Vegetable adult meals	11
Child meals	6
Supplier meals	4
Total ordered meals	86

Explain every total. The guest attendance total is 82. The meal order is 86. The venue must confirm its occupancy calculation, which may include staff or other people beyond these diners. Do not label all three figures simply “headcount”.



WORKSHEET 2 / COPY FOR MORE GUESTS

Attendance register

One row per person for the named event. Use a separate restricted record for detailed dietary information.

Event and version date

Guest ID and name	Household ID	Attendance status	Meal choice	Info complete	Reply date

Totals for this sheet only Yes No Pending or unresolved

Checked by and date

Statuses. Attendance: pending, yes, no or unresolved change. Information: complete or follow-up needed. A “yes” with missing meal information is still an open action.