**Simple RSVP Event Order Checklist**

**1. Choose Simple RSVP in Properties**

**2. Option to enable guest collection step**

**3. Advanced Mode – Customize Finish Page, and Confirmation Emails**

**4. Steps**

*****Edit guest step (if needed)*

**5. Categories**

**6. Fields**

*****RSVP Field (required)*

*****Existing Fields*

*****New Fields*

**7. Add a Donation Category \*(If Needed)**

**8. Roles (if needed)**

**9. Custom Design & Custom URL’s (Appeal Code, Promo Code if needed)**

**10. Admin Test**

**11. User Test**

**12. Launch Form**

**Map out Form before build using the space provided below or on the back of this worksheet:**