

Wedding Rooming List Template

A ready-to-use hotel room allocation template — WeddingKart

Template columns

Guest Name (as on ID)	Mobile Number	Relationship / Side	Arrival Date	Departure Date	Room Type	Sharing With	Billing Owner	Special Requests

Field definitions

Guest Name (as on ID): Full legal name matching the ID they will show at check-in.

Mobile Number: Primary contact number for this guest.

Relationship / Side: e.g. "Groom's cousin," "Bride's college friend" — helps avoid mixing sides incorrectly.

Arrival / Departure Date: The actual nights needed, not a blanket block date.

Room Type: Single / Double / Twin / Suite.

Sharing With: Name(s) of co-occupant(s), if any.

Billing Owner: Host-paid or Guest-paid — flag clearly to avoid checkout disputes.

Special Requests: Ground floor, adjoining rooms, early check-in, extra bed, accessibility needs.

Pre-send checklist (before sharing with hotel)

- All names match ID spelling
- No guest listed twice
- Arrival/departure dates confirmed, not estimated
- Billing owner marked for every row
- Special requests flagged for VIP or elderly guests
- List reviewed 72 hours before first arrival

Companion download for: "Wedding Rooming List: How to Build, Share & Manage Hotel Rooms" — weddingkart.co/blog