Guide to creating RSVP forms using Google Forms

Version 1.0
2/28/2018

Purpose

The purpose of this guide is to help BMBAS officers responsible for organizing events to provide RSVP forms which can be attached to emails or websites. RSVP'ing helps club leaders build a census for how many attendees will be expected at meetings or events, which can be helpful for budgeting purposes (how much space to reserve, food to purchase, etc.). It also signals to members the importance of professionalism in events, and discourages "flaking" behavior. Click-throughs from MailChimp to RSVP forms also provide valuable insight about which members may be on the fence about joining an event or not interested.

About Google Forms

Google Forms provide a fast way to create an online survey, with responses collected in a Google Sheet. Create your survey and invite respondents by email or embed on a webpage. People answer your questions from almost any web browser - including mobile smartphone and tablet browsers. You view each response in a single row of a spreadsheet, with each question shown in a column.

Contact Info

All questions regarding these guidelines should be directed to the BMBAS VP of Marketing (marketing.vp@bmbas.org).

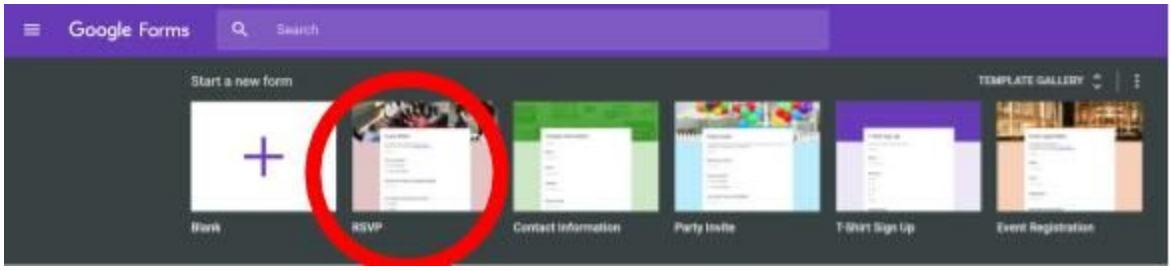
RSVP Guidelines

When you should use RSVP'ing

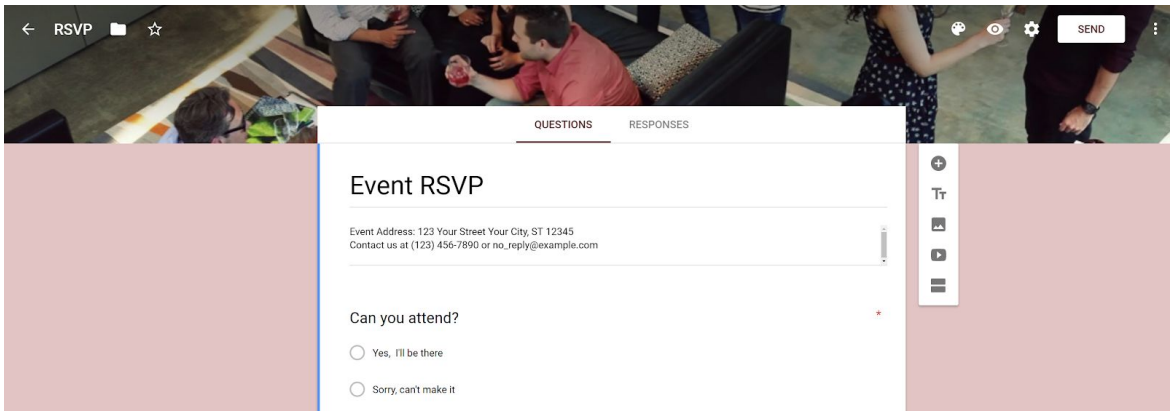
- Events where headcount is vital and space is limited
- Ex: Company visits, lunch & learns, informational interviews, BMBAS funded gatherings (such as the end-of-year party), etc.

Creating a RSVP Form

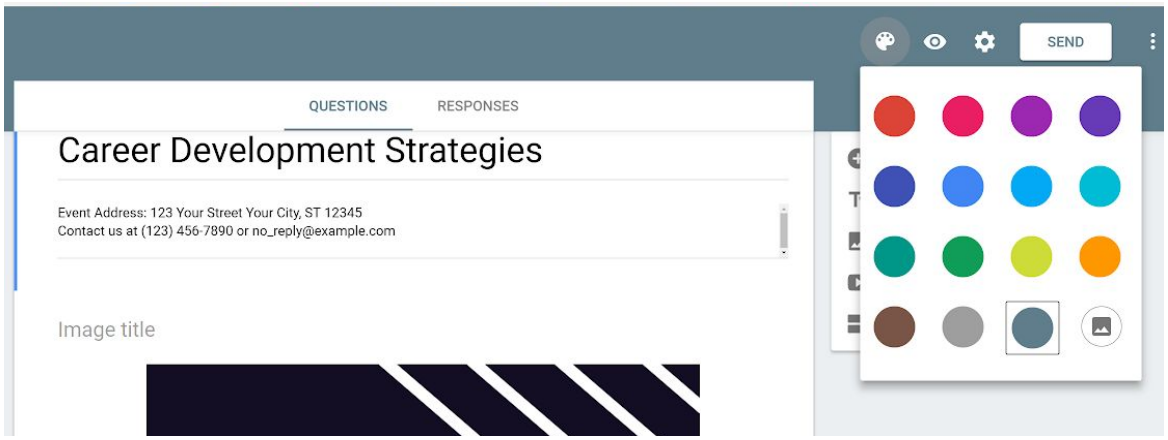
1. Go to forms.google.com.
2. Under the start a new form, select the RSVP template



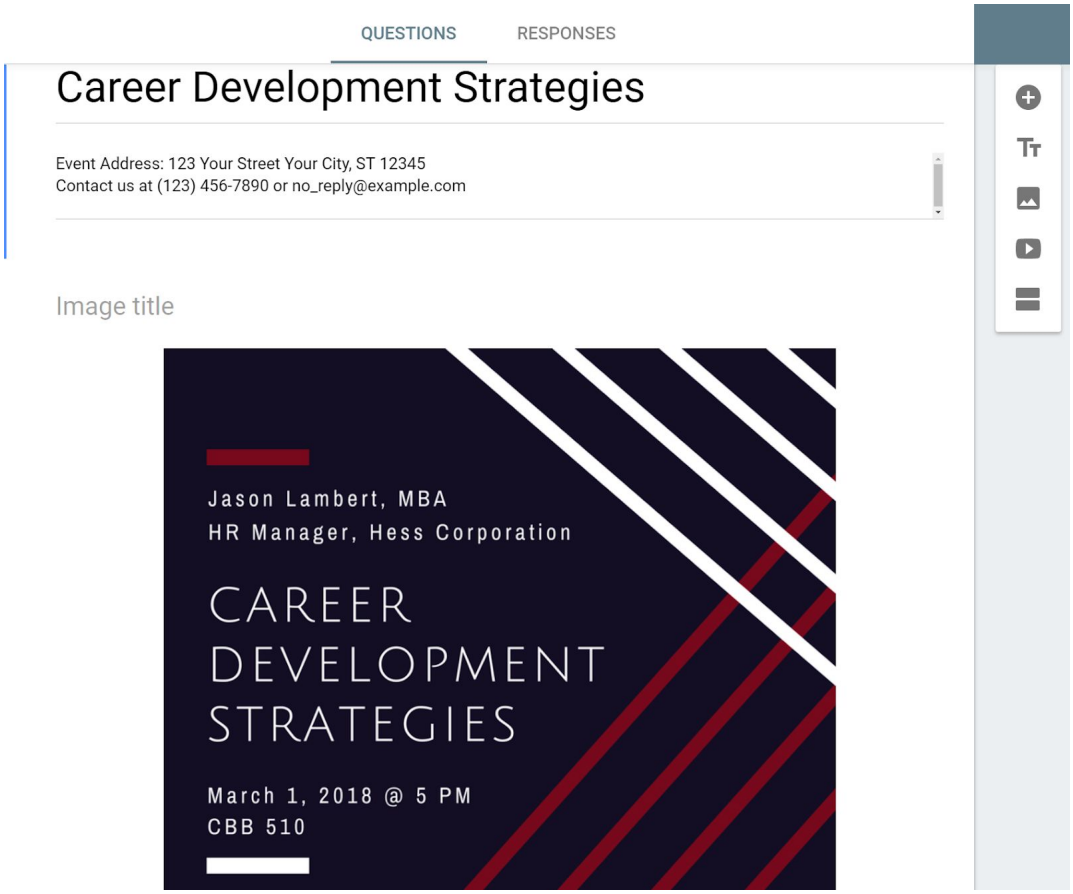
3. Fill in the fields for the RSVP form about the event



4. Adjust the color palette for the RSVP Form or use a theme (Optional)



5. Attach the corresponding flyer to the RSVP Form (Optional)



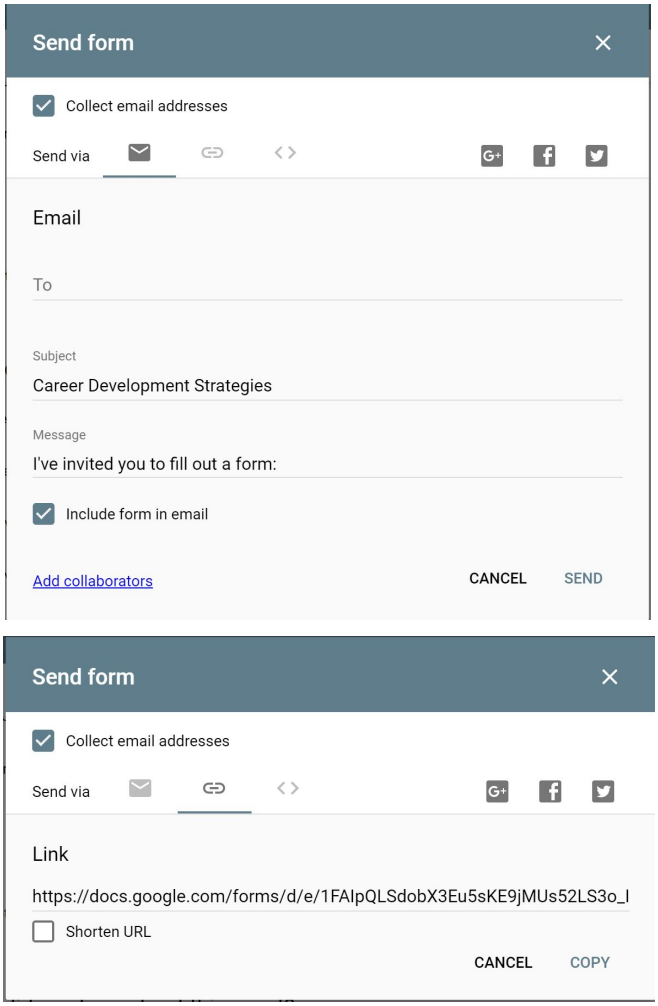
6. Add any additional queries to the form as required (as a rule of thumb, avoid any queries that are optional)
7. It is recommended to set a deadline for the RSVP submissions prior to the event using an add-on such as formLimiter or manually closing the form.

Typical RSVP Queries

- Can You Attend? (Multiple Choice)
- Name (Short Answer)
- Number of Guests (Short Answer)
- Dietary Restrictions (Check Box)
- How Did You Find Out About the Event? (Multiple Choice)
- Comments or Questions (Long Answer)

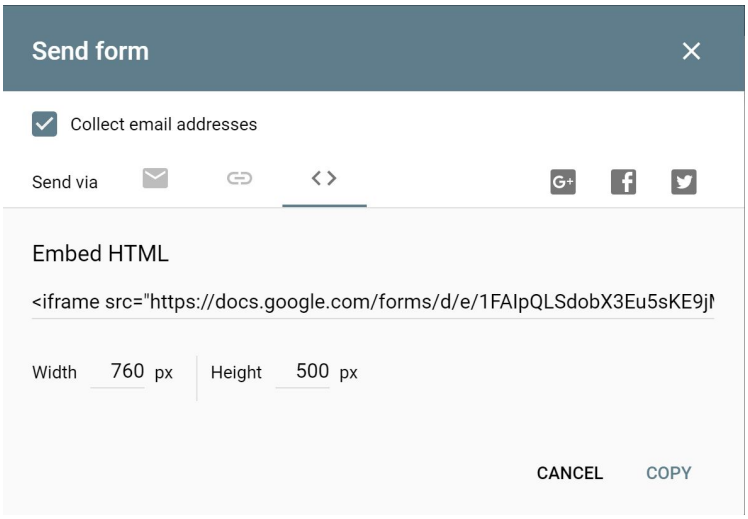
Linking RSVP Forms to Email

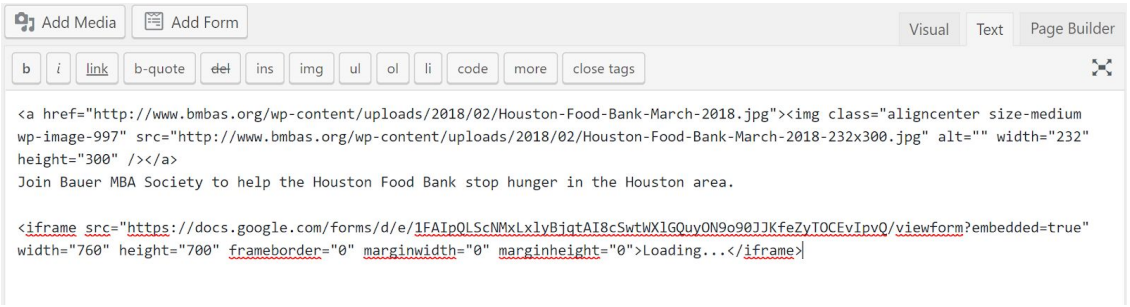
You can send RSVP Forms directly through Google or by attaching the hyperlink to a button in MailChimp (which is more appropriate if sending out to a large list of people).

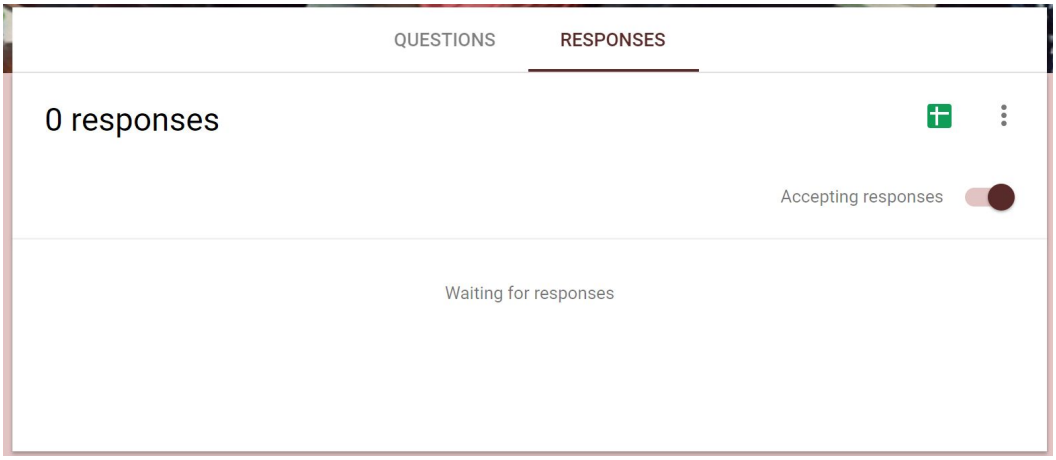


Embedding RSVP Forms to the Website

If you are a BMBAS Website Administrator you can embed the HTML code to an event post by copying the embed code and pasting the text in Wordpress.





Creating a Spreadsheet

You can analyze the responses in the appropriate tab by “Summary” or “Individual.” If you click on the “Sheets” icon, a linked Google spreadsheet will be generated.