📄 Event RSVP Tracker – Project Report

Prepared by: Priya Dhaila
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1. Project Overview

This project aims to track and analyze guest responses for an event using **Microsoft Excel**. The dataset contains information on invitees, their RSVP status (Confirmed, Declined, Pending), and final attendance.

The objective was to:

- Automate tracking of guest confirmations, declines, and pending responses
- Generate key summary metrics
- Visualize data for easy interpretation

2. Key Metrics Generated

Using Excel formulas and PivotTables, I calculated the following:

Metric	Value
Total Invited	50
Total Confirmed	39
Total Declined	6
Total Pending	5
Total Attended	39
Attendance Rate	100%

3. Methods Used

> **Excel Functions:**

- Used COUNTIF to count RSVP status categories (Confirmed, Declined, Pending)
- Applied COUNTIFS for conditional counts (e.g., attendees who confirmed)
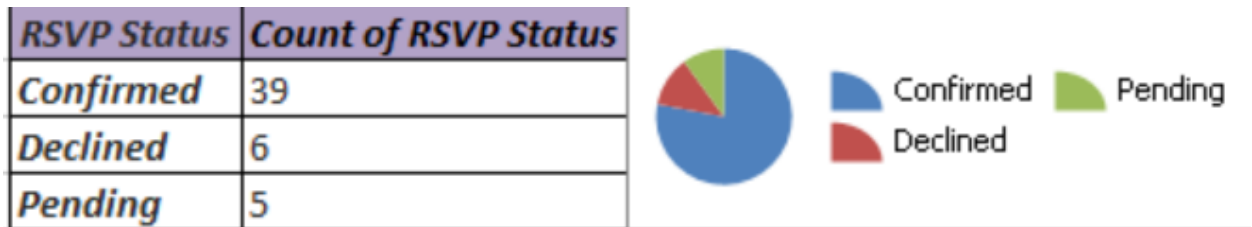- Calculated Attendance Rate using formula:

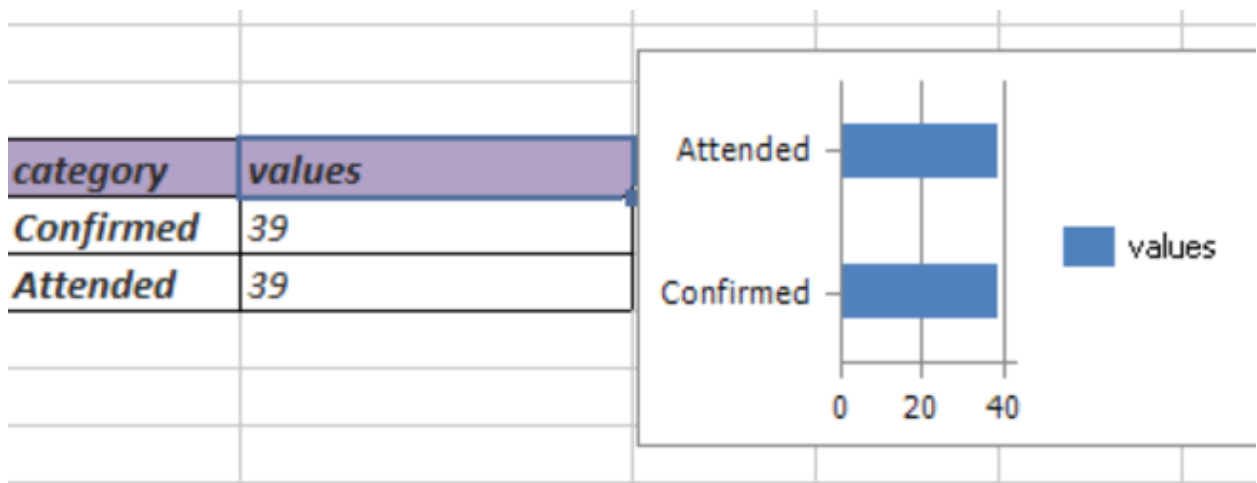$$=Attended/ Confirmed$$

> **PivotTable:**

- Created PivotTable to summarize RSVP Status and Attendance
- Dragged RSVP Status into Rows and Values to display counts.

➢ **Charts:**
- Designed a **pie chart** to visualize RSVP Status distribution

RSVP Status	Count of RSVP Status
Confirmed	39
Declined	6
Pending	5

- Designed a **bar chart** to compare Confirmed vs Attended counts

category	values
Confirmed	39
Attended	39

➢ **Data Cleaning:**
- Removed duplicate entries to ensure data accuracy
- Standardized status names (e.g., converting "confirm" to "Confirmed") for consistency

4. Key Insights

- Achieved a **100% attendance rate** → indicates excellent guest engagement.
- **6 guests declined** → potential to invite backup guests.
- **5 pending responses** → follow-up recommended for confirmation.

5. Learning Outcomes

Through this project, I developed skills in:

- Accurate data entry and data cleaning.
- Applying Excel formulas and PivotTables for reporting.
- Creating clear data visualizations for presentation.
- ☐ Interpreting event data into actionable insights.