Dinner Attendance and Seating Confirmation

An activity calendar does not confirm a dinner count.

Ask the meal question and keep uncertain answers visible.

Hypothetical example: the cook confirms two home diners, records one later arrival, and leaves an unanswered guest invitation pending until the chosen preparation deadline.

01 Name this meal

Record the meal, date and information the cook needs.

Meal and date

Cooking adult

Preparation decision needing the count

02 Confirm the diners

Record actual answers and distinguish pending plans.

Confirmed diners

Absent diners

Pending attendance or timing

Dinner Attendance and Seating Confirmation / Review & follow-through

03 Resolve the timing

Set a confirmation cutoff and an adult plan for uncertainty.

Reply needed by

Adult making the provisional choice

Later seating and separate handling question

04 Hand off the count

Tell the cook the latest plan and close the change.

Current count and seating times

Change communicated to the cook

Unresolved answer and next contact