# Group Chat Organizer Template

This template structures your group chat communications for smooth planning.

## 1. Group Chat Details
• Platform:
• Group Name:
• Purpose:

## 2. Participant Information
• Name | Role in Wedding | Contact Info | Time Zone

## 3. Communication Guidelines
• Preferred Communication Times:
• Response Time Expectations:
• Group Topics:
• DM Topics:

## 4. Key Dates and Deadlines
• RSVP Deadline:
• Payment Due Dates:
• Event Date:
• Other Milestones:

## 5. Budget and Expenses
• Estimated Total Cost:
• Individual Contributions:
• Payment Methods:
• Expense Tracker Link:

## 6. Additional Notes
• Special Requests:
• Dietary Restrictions:
• Accessibility Needs: