

How to Access Your Wedding Catering Planner

Thank you for your purchase! Your Google Sheets template is ready — follow the steps below to make it yours.

Your private copy link

CLICK THE LINK BELOW

https://docs.google.com/spreadsheets/d/1maErwU64uolZ_RYOuRWGwVL_lyvqctPLAGm5OybUg2Q/copy

Get set up in 4 steps

1. **Click the link above.** It opens a Google page asking if you want to copy the template.
2. **Click "Make a copy."** The spreadsheet saves instantly to your own Google Drive — it is now 100% yours.
3. **Find it in your Google Drive.** Look for "Wedding Catering Planner" in Drive, or open it from your recent files.
4. **Start on the START HERE tab.** It walks you through the 4-step setup with a color legend and tips. You will be planning in under 10 minutes.

Quick-start tips

- **Yellow cells are yours.**  Only type in the yellow cells — everything  grey calculates itself.
- **Enter your quote first.** Add the caterer's quote on the Requirements tab, then log each deposit — your live balance due updates as money lands.
- **Nail dietary needs early.** Track allergies and special meals up front so there are no last-minute menu changes.
- **Don't skip vendor meals.** Use the vendor-meal calculator to make sure your photographer, DJ, and planner all get fed.
- **Share with your caterer.** Give them view access through Google's Share button so you both work from the same numbers.

Questions?

Message us on Etsy anytime — we are happy to help you get planning.