

How to Access Your Day-Of Wedding Coordination Bundle

GOOGLE SHEETS TEMPLATE - DIGITAL DOWNLOAD

Your private copy link

Click the link below, then click "Make a copy". The template saves straight to your Google Drive.

<https://docs.google.com/spreadsheets/d/1A1ABnZtMHSUkPGaTSUTS49egMzvdDJmVTp2aVg5pj-Y/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 "Day-Of Wedding Coordination Bundle" in Drive, or open it from your recent files.
- 4 **Start on the START HERE tab.** It walks you through the setup with a color legend and tips. You will be wedding-day-ready in under 15 minutes.

Quick-start tips

Yellow cells are yours. Only type in the yellow cells - everything grey calculates itself.

Build the timeline first. Your master timeline is the spine of the whole day - fill in every event time before you share it with vendors.

Enter every balance due. The vendor contact sheet tracks what is still owed, so final payments and tip envelopes are ready before the day starts.

Share with your day-of team. Use Google's Share button to give your coordinator, wedding party, or family point person access - no extra copies needed.

Questions? Message us on Etsy anytime - we are happy to help you get planning.