

How to Access Your Wedding Seating Chart Template

Your private copy link

https://docs.google.com/spreadsheets/d/1fxymKdeg9SspgR80YZ0MlpuzqoNfoX9_JbwiZ7i761g/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 Seating Chart Template" in Drive, or open it from your recent files.
4. **Start on the START HERE tab.** It walks you through the setup steps with a color legend and tips. You will be seating guests in under 10 minutes.

Quick-start tips

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

Seat the head table first. Lock in the head table, then work outward table by table - it keeps the tricky decisions contained.

Watch the seats-filled counts. Each table's count updates as you add names, so you always know which tables still have room.

Make the meal list yours. Edit the Meal Options tab with your caterer's exact offerings and the new choices appear in every dropdown.

Share freely. Use Google's Share button to give your partner or planner access - no extra copies needed.

Questions?

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

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