

How to Access Your Wedding Vendor Hiring Kit

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/1DfPELPePJHfrKUzxFTk2YjpENOrOtMF7R3CpBGHDAAQ/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 Vendor Hiring Kit" in Drive, or open it from your recent files.
4. Start on the START HERE tab. It walks you through the color legend and setup. You will be interviewing smarter in under 10 minutes.

Quick-start tips

Interview with the list open. Keep the Interview Questions tab on your phone during vendor meetings — ask every question in the category before you leave the table.

Log every quote the same day. Enter each quote in the Quote Tracker while the meeting is still fresh, so prices never blur together later.

Compare totals, not headlines. Line up real totals — price plus fees — so the best deal wins on math, not charm.

Track deposits as you book. Enter every signed contract and deposit in the Booking Tracker. Live formulas show exactly what you still owe.

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.