

Start *here*

Thank you for choosing the **Day-of Timeline (free)** from Wedding Plan & Print. Here is how to get going in a few minutes.

In this download

- **day-of-timeline-free.xlsx**: your spreadsheet, ready for your own wedding (US Letter print setup)
- **day-of-timeline-free-example.xlsx**: the same file filled with an invented couple, to see how it works
- **A4/**: the blank spreadsheet set up for A4 paper
- **day-of-timeline-free-printable-letter.pdf** and **-a4.pdf**: pages to plan on paper
- **.jpg/**: the same pages as images at 300 ppi, for print services that take images
- **licences/**: font licences and the terms of use

Open your spreadsheet

- **Microsoft Excel** (Windows or Mac): double-click the file. If Excel shows *Enable editing*, click it.
- **Google Sheets**: in Google Drive choose *New > File upload*, then open the file with Google Sheets. Or, in a blank sheet: *File > Import > Upload > Replace spreadsheet*.
- **Apple Numbers** and **LibreOffice** open it too; drop-down lists and colours can look a little different there.
- Keep the download as your untouched copy and work in a copy of the file.

 white cells: type here
  sand cells: these calculate, leave them
  blue: totals at a glance

Four steps

1. Type your names and date on **Start here**.
2. On **Timeline**, give the first moment a fixed time and every moment its length in minutes. Each moment starts when the one before ends.
3. Type a fixed time wherever something must start on the dot. The Check column shows gaps and overlaps.
4. Print the timeline page for your wedding party and vendors.

Good to know

Planning on paper

- Print the PDF that matches your paper: **letter** for US Letter, **a4** for A4. Choose *Actual size* (100%), not *Fit to page*.
- Plain 24 lb / 90 gsm paper works; a slightly heavier paper takes ink pens well. Print as many copies of a page as you need.
- Each spreadsheet sheet also prints one page wide, straight from Excel or Google Sheets.

Tips

- Days to go, due dates and 'overdue' flags follow today's date, so they update each time you open the file.
- Drop-down cells have a small arrow. You can type your own word too: the file warns you once and keeps it.
- Need more rows? Insert them inside a table (not below its last row) so the totals include them.
- Your information stays in your file. Nothing is sent anywhere.

The full Planning Bundle

This timeline is a free part of the Planning Bundle. The bundle adds the wedding-party itinerary and vendor arrivals, a photo shot list, a day-of checklist and a vendor contact list, plus the five planning spreadsheets: Budget Tracker, Vendor Payment Tracker, Guest List & RSVP Tracker, Planning Checklist, Planning Binder. Find it at **weddingplanandprint.com**.

Licence

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