FICTIONAL / SAMPLE

# Holiday Booking Page Setup Checklist (Google Calendar)

> Free file for the AI Owner Kit video: **Nov 9 Short 02: Free Google Calendar Booking Page for Holiday Tastings (Copper Kettle Catering)**. Every business, name and number here is a made-up sample. Replace with your own before using.

- [ ] On a computer: Google Calendar → Create → Appointment schedule
- [ ] Title + length (demo: "Holiday tasting call", 30 min, Google Meet; no phone)
- [ ] Maximum bookings per day (demo: 4)
- [ ] Buffer time between appointments (demo: 15 min)
- [ ] Adjusted availability: mark Dec 25 unavailable
- [ ] Booking form: add a question, e.g. "Guest count?"
- [ ] Book a test slot from a second account you control
- [ ] Check what the reminder setting shows on your free account
- [ ] Use a business account: the page shows your account name and photo
- [ ] Note: by default people cannot book within 4 hours
- [ ] Delete test bookings when done

> Google lists email reminders and payments as paid-plan features (Google Calendar help, checked Oct 31, 2026).

## Your settings

Appointment name: _____

Length: _____

Max per day: _____

Buffer: _____

Blocked dates: _____

> **Want the editable versions? Small Business Holiday AI Kit at aiownerkit.com**