FICTIONAL / SAMPLE

Holiday Hours & Orders Page Checklist (Google Sites)

> Free file for the AI Owner Kit video: **Nov 9 long video: Free Holiday Hours & Orders Page With Google Sites (Juniper Lane Flowers)**. Every business, name and number here is a made-up sample. Replace with your own before using.

1. Facts first (before any AI)

- [ ] Holiday hours, every date Thanksgiving to New Year (closed days spelled out)
- [ ] Order-by deadlines
- [ ] Pickup / delivery FAQ
- [ ] Contact info (your real phone/address; ours were placeholders)

2. AI copy, checked

- [ ] Paste your facts into free ChatGPT: *"Turn this into short web page sections: hours, order-by deadlines, pickup FAQ. Don't add any dates or promises I didn't give you."*
- [ ] Check every date in the output against what you typed
- [ ] Delete anything it added that you never said

3. Build in Google Sites

- [ ] Simple theme + header
- [ ] Hours section first
- [ ] Order-by section
- [ ] FAQ + contact block
- [ ] Preview in phone view
- [ ] Watch for any payment/plan prompt (we stayed on the free Google Sites address; a custom domain needs a domain you own)

4. Booking button (Google Calendar appointment schedule)

- [ ] Create → Appointment schedule (length, Google Meet)
- [ ] Adjusted availability: block holidays (e.g. Dec 25)
- [ ] Remember: the booking page shows your account name and photo
- [ ] Sharing options → Website embed → Button with popup → copy code
- [ ] Sites → Insert → Embed → paste (Plan B: a normal button linking to the booking page)
- [ ] Check what reminder options your free account shows

5. Publish

- [ ] Publish → pick a web address
- [ ] Share → Published site: check who can see it (Restricted vs Public)
- [ ] Open the live page in a private window

6. QR sign + after the holidays

- [ ] Chrome menu → Create QR code → Download (menus move; look for "Create QR code")
- [ ] Test-decode the QR at the size you will print
- [ ] Remember: unpublishing or renaming the site breaks the sign
- [ ] Calendar reminder for Jan 2: change the page back

> Menu names checked against Google help pages on Oct 31, 2026. Your screens may differ.

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