



How To Manage Meal Selections

Initial Setup

You can display your meal information in **two different ways**:

- **Option 1:** Allow guests to **select their meal** in advance.
- **Option 2:** Create a **custom note** if a meal selection isn’t required — ideal for buffet or station-style dinners.

Option 1: Guest Meal Selection

1. Click **Meals**.
2. Open the **Meal Management Tool**.
3. Turn the toggle to **Plated Dinner**.
4. Edit the note section to include any instructions or reminders.
5. Set your **Meal Selection Deadline** (the last date guests can make their choice).
6. Click **Add New Meal**.
7. Fill out the prompts — include the meal name, description, and any important details.
8. You can choose to use a **stock image** or **upload your own photo** of the meal.

Option 2: Buffet Style Dinner

1. Click **Meals**.
2. Open the **Meal Management Tool**.
3. Turn the toggle to **Buffet**.
4. Create a **custom note** describing your dinner style.
 - **Example:**
“We’ll be having a station-style dinner with a variety of dishes from around the world — come hungry and enjoy sampling them all!”
5. Save your updates.

Dietary Restrictions & BEO

Dietary Restrictions

- From this same section, you can **enable or disable** the request to collect dietary restriction details from guests by toggling the **Dietary Restrictions** option **on or off**.
- When turned on, guests will see a prompt to note any allergies or dietary needs as they RSVP.

BEO (Banquet Event Order)

- You can provide your catering team with a complete summary of meal selections by **exporting the BEO sheet**.
- To do this, click **Export BEO** in the top-right corner of the Meal Management screen.
- This export includes all guest meal choices and dietary restrictions — perfect for your venue or catering partners.



Tips & Tricks

- Uploading **real images** of your meal options adds a beautiful touch and helps guests visualize what they’re selecting.
- Always set a clear **meal selection deadline** — ideally 3–4 weeks before your wedding date.
- If your dinner is buffet or station-style, use the custom note to describe the **experience and menu highlights**.
- The **Dietary Restrictions toggle** is a great way to stay mindful of guests’ needs and ensure a seamless dining experience for everyone.

Remember to export and share your **BEO sheet** once final RSVPs are in — it saves your caterer and planner a ton of time.