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guest seating guide

1. DECIDE ON YOUR TYPE OF SEATING.

Most events that include a sit-down dinner should at least have assigned tables to ensure good flow and distribution. If your menu includes meal choices, assigned seating at the table itself is recommended so the staff knows where to take each meal. No Assigned Seating is ideal for casual events, or those with a focus on cocktails and hors d'oeuvres service, rather than a sit down meal.

Assigned Tables | Assigned Tables & Seats | No Assigned Seating
(HIGHLIGHT YOUR SEATING PLAN)

2. DETERMINING YOUR TABLE COUNT, SIZE & SHAPE

Once you have a rough guest count and a venue, you should have an idea about what your options for tables are. Some venues may have a choice, while other may have a fixed size and shape. Use the size reference chart below to estimate how many table you will need and confirm with your venue.

ROUND TABLES:	NUMBER YOU NEED
42" - 48": Fits approx. 4	
48" - 60": Fits approx. 6	
60" - 72": Fits approx. 8	
72"+: Fits approx. 10	
RECTANGLE TABLES:	**NUMBER YOU NEED**
4' (single seated width): Fits approx. 4	
5' (single seated width): Fits approx. 6	
6' (single seated width): Fits approx. 6 (8 if tight)	
7' (single seated width): Fits approx. 8	
7' (wider double seated width): Fits approx. 10	
8' (single seated width): Fits approx. 8 (10 if tight)	
8' (wider double seated width): Fits approx. 10 (12 if tight)	
9' (single seated width): Fits approx. 10	
9' (wider double seated width): Fits approx. 12	
10' (single seated width): Fits approx. 10 (12 if tight)	
10' (wider double seated width): Fits approx. 12 (14 if tight)	
OTHER:	**NUMBER YOU NEED**

guest seating guide

3. DRAW YOUR SEATING CHART

Once you know you how many tables you need for you guest count and the layout at your venue, you can start drawing your seating chart. Poster paper and color coded post-it notes are a great way to do it the hands-on way, but you can also find chart-makers online.

Note: *When drawing your seating chart, be sure to have at least 60" between each table for service staff to fit and for guests to easily move around.*

SEATING TIPS

1) Categorize guests into groups before you start such as how you know them (For example: college friends, friends of the family, work people, etc) This will help guide your seating.

2) Arrange tables so that everyone is sitting with a least one person they know.

3) Avoid having a singles table. This usually make people feel awkward.

4) If there are any conflicts amongst your guests, be sure to make a note for yourself and seat accordingly.

5) Give VIP guests such as close family and friends the best views and easy access to the head table.

6) Any guests in wheelchairs should be seated close to an exit, or along the dance floor, so they'll have plenty of space to maneuver out as needed.

7) Get your parents to help you seat family members who they may know better.

8) Seat younger guests and those more likely to dance closest to the band.

4. DIRECTING GUESTS TO THEIR SEATS

Escort cards include a name and a table number to direct guests to their table.

Place cards at each table setting are used for assigned seating at the tables themselves.

A seating chart/board is an alternative to using escort cards.

(USE LINES BELOW TO MAKE NOTE OF WHAT YOU NEED)

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5. TABLE NUMBERS

When choosing how to display your table numbers, make sure they are large enough for all to see, as well as easy to see from various angles so that guests can find their seat easily.

(USE LINES BELOW TO MAKE NOTE OF WHAT YOU NEED)

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