



Tables for your event

When your organizing your event remembering all the tables you will need and why you ordered them can be a daunting task. Hopefully this worksheet will help you remember to order enough tables and linen.

Question:	Notes:
Guest Tables. What type of tables, i.e. round or rectangular? How many guests per table? Table cover size: half way or to the ground?	Tables: Covers: Overlays:
Head Table. How many people at the head table? 2 feet minimum per person. Consider 8' and 6' tables. Tables are 2½ feet wide.	Tables: Covers: Overlays:
Bar Table or Bar. Some people use a portable bar, some use a table with leg risers. Do you need a table for the back of the bar?	Tables: Covers: Overlays:
Punch/Coffee Table. Sometimes there is a table with self-serve punch and cups. A coffee station for coffee, tea, cups, cream and sugar. (Make sure it is near some power source.)	Tables: Covers: Overlays:
Cocktail Tables. A few 40" high (cocktail height) table for people to stand around during cocktail hour, or around the bar area.	Tables: Covers: Overlays:
Cake Table. Some tables just have to hold the cake; some have to hold small plates as well.	Tables: Covers: Overlays:
Dessert Table. A table full of mixed desserts. Keep it close to the coffee table if you can.	Tables: Covers: Overlays:
Guest Book Table. Small and sturdy. Maybe nice linen from a close family member. Remember a chair.	Tables: Covers: Overlays:
Registrar Table. During the ceremony you may have to sign the wedding register. Have two chairs as well.	Tables: Covers: Overlays:
Gift Table. Need we say more.	Tables: Covers: Overlays:
Buffet Tables. Check with your caterer Caterer's Work Tables. Check with the caterer and see how many tables they will need for prepping.	Buffet Tables: Covers: Overlays : Work Tables:
Other Tables.	Tables: Covers: Overlays:

Make notes as to the amount of tables you will need and their sizes. Check with the venue and get a list of the available tables. Make notes of tables or linens you need to rent and ones you will be supplying yourself.

SEATING AND SPACING INFORMATION

COCKTAIL PARTIES

Standing 5-6 sq. ft. per person
 Partial Seating 8 sq. ft. per person

RECEPTION

Partial Seating 8 sq. ft. per person

DINNER

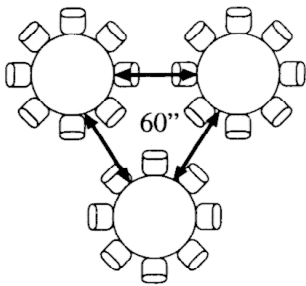
Oblong Tables 8 sq. ft. per person
 Round Tables of 10 10 sq. ft. per person
 Round Tables of 6, 8 or 12 12 sq. ft. per person

CATHEDRAL SEATING

Rows 6 sq. ft. per person

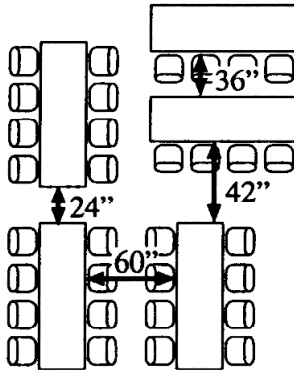
DANCE AREA

2-4 sq. ft. per person



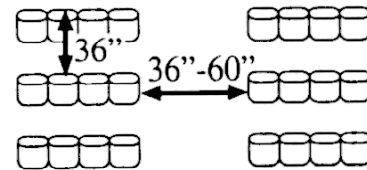
Round Tables

Allow 60" between tables for chair space and food service.



Banquet/ Rectangular Tables

Allow 60" between tables for back-to-back seating. Allow 36" between tables for seating on one side of table only.



Chairs/Theatre Style

Allow 36" between rows.
 Allow 36"-60" for aisles.

60" Round Table

