

# Create a Table Plan

**Linens (based on 29" height; high-top cocktails are 42" high)**

Overlay = 1/2 way to the floor; the other measurement is for floor length linen

	<u>Seats</u>	<u>Uses</u>	<u>Linen</u>
24" round	2-3 people	Cocktail receptions	72" round or 108" round if tying
30" round	2-3 people	Cocktail tables	90" round or 108" round if tying
36" round	3-4 people	Cocktails, sweetheart or cake	90" round or 120" round if tying
48" round	6 people	Dinner	72" overlay or 108" full length
60" round	8 people	Dinner	90" overlay or 120" full length
72" round	10 people	Dinner	108" overlay or 130" to the floor
20" square (card)	4 people	Dinner, sweetheart or cake	60" square
4' banquet	4-6 people	Dinner, buffets, display	60"x72" overlay or 4' drape
8' classroom	4 people	Classroom, display	60"x120" overlay or 72"x170"
6' banquet	6-8 people	Dinner, display	60"x90" overlay or 6' drape
8' banquet	8-10 people	Dinner, display	60"x120" overlay or 8' drape

**TABLE ITEM**

**DESCRIBE**

Chair covers + sashes	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Chair type/color/style	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Place cards	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Table Numbers/Names	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Votives	<input type="checkbox"/> No	<input type="checkbox"/> Yes, # _____ / table
Menu - cards or signs	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Centerpieces	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Napkins	<input type="checkbox"/> No	<input type="checkbox"/> Yes, (type of fold) _____
Charger	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
China	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Flatware	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____
Glassware	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____

**OTHER SERVICE CONSIDERATIONS FOR SETUP**

Will there be wine service at the tables (vs. a station/bar)?  No  Yes, \_\_\_\_\_

Will there be coffee service at the tables (vs. a station/bar)?  No  Yes, \_\_\_\_\_

Will there be water service at the tables (vs. a station/bar)?  No  Yes, \_\_\_\_\_

# Setup Planning

## Guests

Number of adults (total): \_\_\_\_\_ Number of children: \_\_\_\_\_

Number needing booster seats: \_\_\_\_\_

Number needing high chairs: \_\_\_\_\_

## Table Requirements: Describe style (i.e. round, banquet) and size (i.e. 5', 8')

Ceremony table  No  Yes, \_\_\_\_\_

Program table  No  Yes, \_\_\_\_\_

Escort card table  No  Yes, \_\_\_\_\_

High cabarets  No  Yes, \_\_\_\_\_

Low cabarets  No  Yes, \_\_\_\_\_

Head table  No  Yes, \_\_\_\_\_

Number of chairs #

Number at head table #

*If setting up a round table, provide the number seated at the round:* \_\_\_\_\_

Gift table  No  Yes, \_\_\_\_\_

Guestbook table  No  Yes, \_\_\_\_\_

Cake table  No  Yes, \_\_\_\_\_

Groom's cake  No  Yes, \_\_\_\_\_

Gift bag table  No  Yes, \_\_\_\_\_

Any other table?  No  Yes, \_\_\_\_\_

## Miscellaneous Setup

Slide projection system  No  Yes, \_\_\_\_\_

Wireless microphone  No  Yes, \_\_\_\_\_

Dance Floor  No  Yes, \_\_\_\_\_