

Create a Table Plan

Linens (based on 29" heigh; 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, _____