

PARTY PLANNING

Table & Linen Chart

<u>Table Size</u>	<u>Seating Capacity</u>	<u>Floor Length Cloth</u>	<u>Lap Length Cloth</u>
<u>30"</u>	<u>4</u>	<u>90" round</u>	<u>60" square</u>
<u>36"</u>	<u>4</u>	<u>96" round</u>	<u>60" square</u>
<u>48"</u>	<u>6</u>	<u>108" round</u>	<u>90" round</u>
<u>60"</u>	<u>8</u>	<u>120" round</u>	<u>90" round</u>
<u>72"</u>	<u>10</u>	<u>132" round</u>	<u>108" round</u>
<u>6'</u>	<u>6-8</u>	<u>90" x 132"</u>	<u>60" x 108"</u>
<u>8'</u>	<u>8-10</u>	<u>90" x 156"</u>	<u>60" x 120"</u>

Space Allowances

<u>Stand-up cocktail</u>	<u>6 sq. ft./person</u>
<u>Theater style, Wedding Ceremony</u>	<u>6 sq. ft./person</u>
<u>Dinner, Rectangular Tables</u>	<u>10 sq. ft./person</u>
<u>Dinner-60" round tables</u>	<u>10 sq. ft./person</u>
<u>DJ table (not including stage)</u>	<u>100 sq. ft</u>
<u>Buffet Line</u>	<u>100 sq. ft./8' table</u>
<u>Food Station</u>	<u>100 sq. ft. each</u>
<u>Bar areas</u>	<u>100 sq. ft. each</u>
<u>Dance floor</u>	<u>2-3 sq. ft./person</u>
<u>Stage</u>	<u>per band requirements</u>