

Banquet/Reception					
# of guests seated at 5'/6' round tables		x	12 sq.ft./person	=	sq.ft.
# of guests seated at 6'/8' rectangular tables		x	10 sq.ft./person	=	sq.ft.
# of guests standing (no tables)		x	6 sq.ft./person	=	sq.ft.
# of guests standing (some small tables)		x	8 sq.ft./person	=	sq.ft.
# of attendants at head table		x	20 sq.ft./person	=	sq.ft.
# of buffet tables		x	100 sq.ft./table	=	sq.ft.
# of 30" round cake table		x	50 sq.ft./table	=	sq.ft.
# of 4' round cake/dessert table		x	75 sq.ft./table	=	sq.ft.
# of 6'/8' gift table		x	100 sq.ft./table	=	sq.ft.
# of 6'/8' guest book table		x	50 sq.ft./table	=	sq.ft.
# of 6' portable bars		x	100 sq.ft./bar	=	sq.ft.
DJ Area		x	100 sq.ft.	=	sq.ft.
# of band members (unless stated otherwise)		x	30 sq.ft./person	=	sq.ft.
# of people on dance floor (65% of attendance)		x	2-4 sq.ft./person	=	sq.ft.
Ceremony/Presentation					
# of guests seated at classroom style			8 sq.ft./person	=	sq.ft.
# of guests seated theater style (chairs in rows)		x	6 sq.ft./person	=	sq.ft.
Ceremony area (dependant on preference)	10	x	10 sq.ft.	=	sq.ft.
Aisle (3' wide x _____ length)		x		=	sq.ft.
Other					
Other		x	sq.ft./	=	sq.ft.
Other		x	sq.ft./	=	sq.ft.
Sub-total				=	sq.ft.
Total Space Required				=	sq.ft.