

PLANNING GUIDE

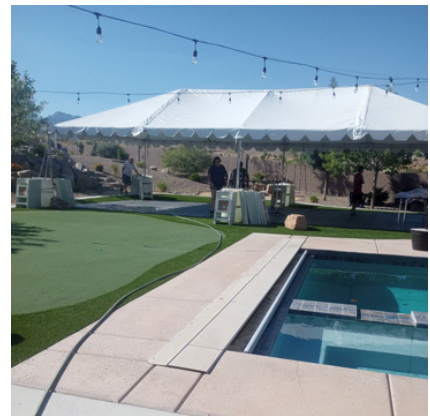
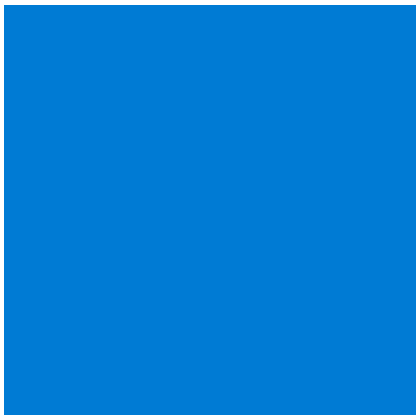
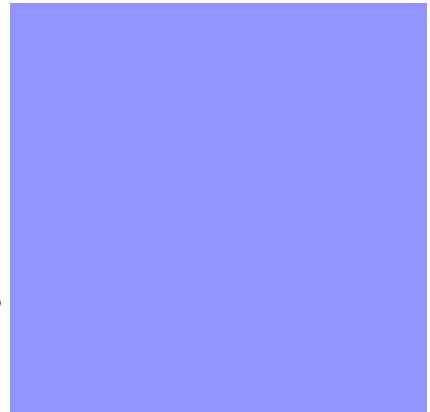
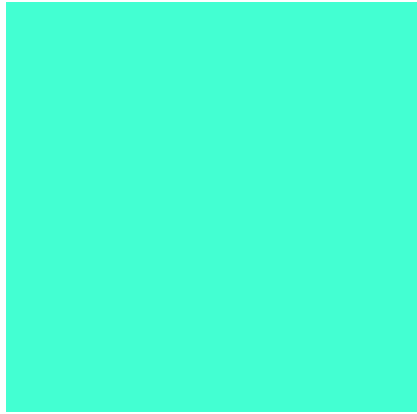
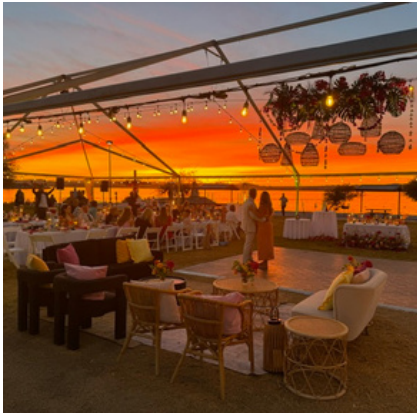




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SEATING

For any type of party, it is crucial to consider the appropriate amount of space needed to accommodate the number of guests you plan to host. Here are some suggestions to help you plan the necessary amount of space for your event.

Seating Style	Space Needed
Standing/Cocktail	6 sq. ft./ guest
Cocktail w/ Partial seating	8-10 sq ft/ person
Banquet Tables with Seating	8-10 sq ft/ person
Round tables with Seating	10-12 sq ft/ person
Theater/Cermony	5-8 sq. ft./ person

Spacing Tips:

*For Wedding Ceremony seating: The aisle should be at least 48" wide. The distance between chair rows should be at least 24". The first row should be at least 72" away from the alter.

*For Classroom Style Seating: Allow 30 inches between tables for seating on one side of the table only. Divide the room area in square feet by 10 for maximum seating.

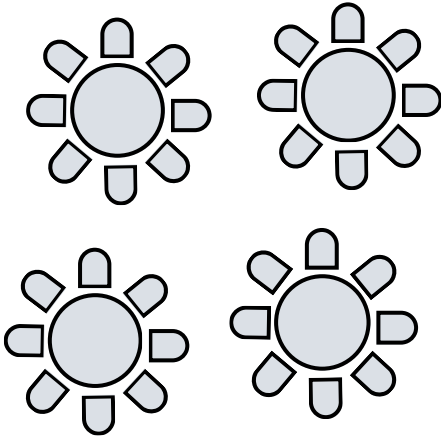
*Allow for 54" between edge of two round tables (includes room for seating)

*Allow for 60" between edge of two banquet tables (includes room for seating)

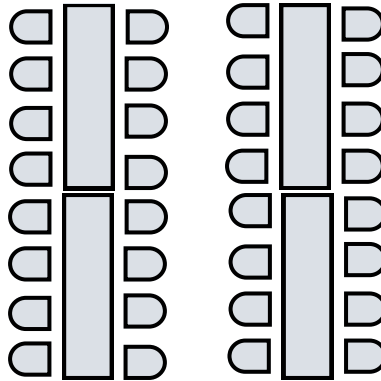
*Allow 24" clearance along edge of table for walking, etc.

TYPES OF SEATING ARRANGEMENTS

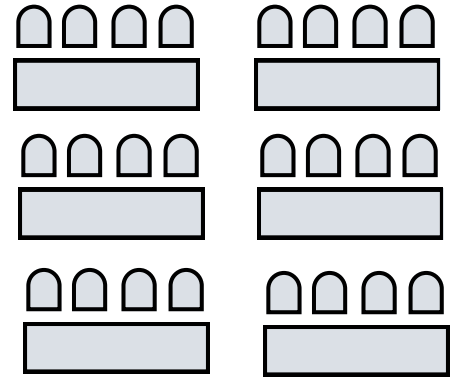
Banquet



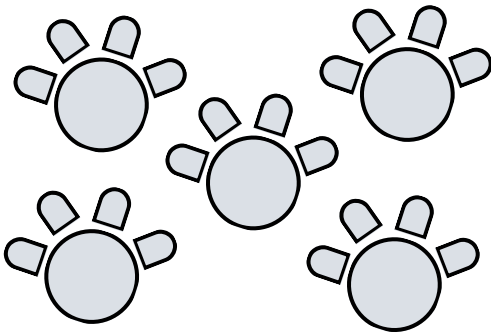
Imperial



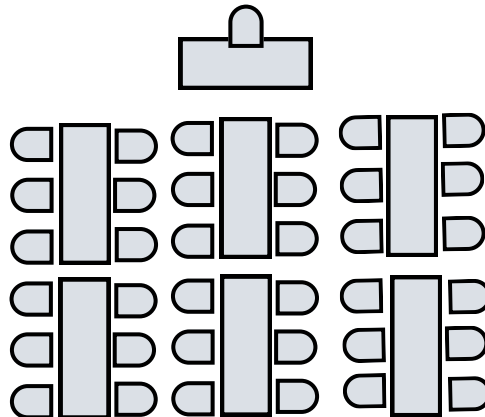
Classroom



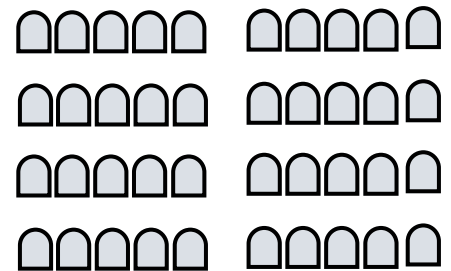
Caberet



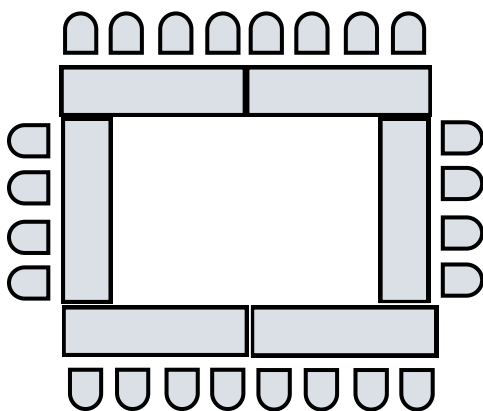
Workshop



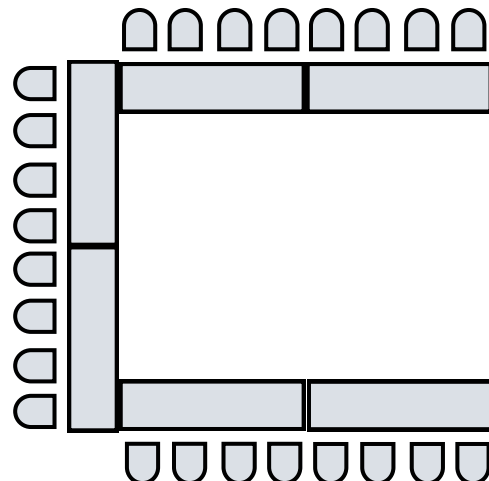
Theater/Ceremony



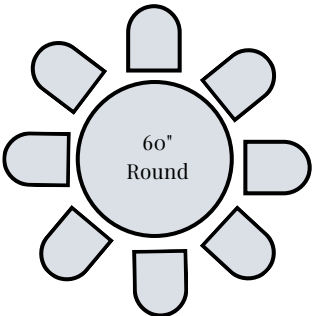
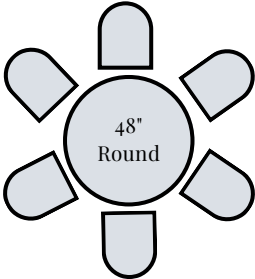
Hollow square (Conference)



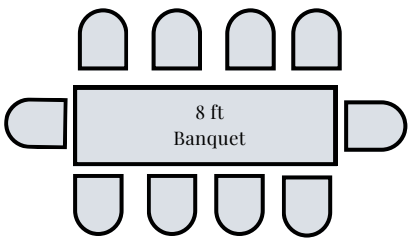
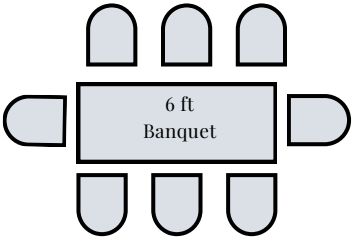
U-Shape (Conference)



TABLES



# of Seats	2	4-6	6- 8
Space Needed	60 sq ft	80 sq ft	100 sq ft



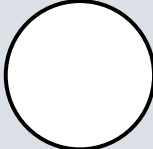
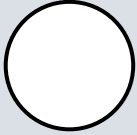
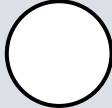
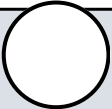































# of Seats	6-8	8-10
Space Needed	80 sq ft	90-100 sq ft

Other Table Space Requirements to Consider:

- | | |
|---------------|--------------------|
| Buffet Tables | 75-100 sq ft/table |
| Bar | 100 sq ft |
| DJ Area | 100 sq ft |
| Gift Table | 50-60 sq ft |
| Cake Table | 50 sq ft |

LINEN SIZE CHART

	 8ft Banquet	 6ft Banquet	 60" Round	 48" Round	 30" Round 30" height	 30" Round 42" height
60 x 102 Banquet		15" Drop				
60 x 126 Banquet	15" Drop					
90x132 Banquet		Floor Length				
90x156 Banquet	Floor Length					
90" Round			15" Drop/ Half Drop	21" Drop	30" Drop/ Floor Length	30" Drop
108" Round			24" Drop	30" Drop/ Floor Length		39" Drop/ Almost floor length
120" Round			30" Drop/ Floor Length			45" Puddle Drop/ Floor Length when tied

DANCE FLOOR

When calculating what size dance floor you will need for your event, consider your total count of guests and then multiply that by 40% to determine approximately how many dancers you will have on the floor. Plan for 1 Floor Panel/ 2 guests.

For example, if you expect 100 guests $\times 40\% = 40$. 40 guests divided by 2 = 20 Dance Floor Panels. According to the Chart Below, you would need a 12x15 dance floor.

Floor Size	# of Dancers	Total Sq Ft	# of Panels
6x6	8	36	4
6x9	12	54	6
6x12	16	72	8
6x15	20	90	10
9x9	14	81	9
9x12	24	108	12
9x15	30	135	15
9x18	36	162	18
9x21	42	189	21
9x24	48	216	24

Floor Size	# of Dancers	Total Sq Ft	# of Panels
9x27	54	243	27
12x12	32	144	16
12x15	40	180	20
12x18	48	216	24
12x21	56	252	28
12x24	64	288	32
15x15	50	225	25
15x18	60	270	30
15x21	70	315	35
18x18	78	324	36

FINDING YOUR RIGHT TENT

The appropriate sized tent is one of the most important questions that needs answered, but how do you know what size you would need. To better help ensure you have the adequate size tent for your event, we've included this guide. Just follow these basic steps and then refer to tent size chart on the next page to calculate the right size you will need.

STEP 1: Measure

First things first, how much space is available at your location/venue? Measure the entire workable area of the space. So that way you know your limitations

STEP 2: Choose your Style

Once you know what sizes your limited to, its time to decide on what style tent will use? There are 3 main types we offer. Each having their own unique qualities. You can read about each one below.

Frame Tents



This style is referred to as a frame tent because the structure of the tent is a free standing frame often made out of anodized aluminum. These tents are simple in design, yet weighted down which allow them to withstand high winds. Frame tents have no center poles and can be placed on virtually any surface secured by either stakes or barrels/blocks..

Pole Tents



Pole tents have some number of center poles, as well as poles around the perimeter; these tents are supported by those center and side poles through pulled tension from poles to stakes. Pole tents typically require more space than frame tents, due to the fact that the stakes that help hold them up must be placed further away from the perimeter of the tent than the staking distance frame tents typically need.

Festival/High Peak Tents



Although in the technical category of frame tent, these tents are basically a frame tent/ Pole Tent Hybrid. It takes the aluminum framework of a frame tent with a suspended pole atop two cross cables to create a high peaked ceiling. Like a frame tent, it can be set up on any terrain, so you don't have to be too choosy when it comes to your venue.

STEP 3: Guest Count & Layout

How many total guests are you expecting? Once you can answer that, you can decide on the seating style you are planning on accommodating. Calculate the needed square footage using the chart from page 3. Then, multiply that square footage by total number of guests.

For Example, You expect 80 guests and are choosing a formal dinner layout. According to the chart, you'll need a minimum of 10 sq ft/person. $80 \times 10 = 800$ sq ft.

STEP 4: Additional Space Requirements

What else will you be needing under your tent? be sure to calculate for any and all other additional space needed for entertainment, buffets, displays and whatever else. Here are some standard examples to refer by:

Aisle(s)	3 ft times required length
8' Buffet Table or 6' Bar	80 sq ft/ Table
Head Table	60-80 sq ft/ Table
DJ Tables	60 sq ft
Dance Floor/ Stage	Square feet of Dance floor + 25%

*Example: 12×12 Dance floor = 144 sq ft + 48 sq ft
(25%) = 192 sq ft Total Needed*

STEP 5: Calculate your Total

Add up everything from Steps 3 and 4. Then refer to the Tent Capacity Chart on the Following Page to find the closest square footage of tent required.

Example Scenario;

Formal dinner seating for 80 guests = 800 sq ft
+ 2 Head Tables = 120
+ 2 Buffet Tables and 1 bar = 240 sq ft
+ DJ table = 60 sq ft
+ 12x12 dance floor = 192 sq ft

Total Square Footage: 1412 sq ft min.

So, you would need 1,600 sq ft which is a 40' x 40' or 20' x 80' tent.

The number you just calculated is the Bare Minimum square footage you Need. Remember, you can't go below the number you came up with. ALWAYS round up.

TENT SIZE CAPACITY CHART

Tent Size	Total Sq Ft	Ceremomy Seating (w/ Aisle & Alter)	Standing Cocktail (w/ Bar)	Sit Down Dinner (with Round Tables)	Sit Down Dinner (with Round Tables)
20X20	400	44 Guests	50 Guests	40 Guests	33 Guests
20X30	600	66 Guests	75 Guests	60 Guests	50 Guests
20X40	800	88 Guests	100 Guests	80 Guests	66 Guests
20X50	1000	111 Guests	125 Guests	100 Guests	83 Guests
20X60	1200	133 Guests	150 Guests	120 Guests	100 Guests
20X80	1600	177 Guests	200 Guests	160 Guests	133 Guests
30X30	900	100 Guests	112 Guests	90 Guests	75 Guests
30X45	1350	150 Guests	168 Guests	135 Guests	112 Guests
30X60	1800	200 Guests	225 Guests	180 Guests	150 Guests
40X40	1600	177 Guests	200 Guests	160 Guests	133Guests
40X60	2400	266 Guests	300 Guests	240 Guests	200 Guests
40X80	3200	355 Guests	400 Guests	320 Guests	266 Guests
40X100	4000	444 Guests	500 Guests	400 Guests	333 Guests
40X120	4800	533 Guests	600 Guests	480 Guests	400 Guests
40X140	5600	622 Guests	700 Guests	560 Guests	466 Guests

Party **PLANNER**

DATE

TIME

PLACE

FOR?

THEME

BUDGET

PLANNING CHECKLIST

- Choose a Theme
- Create a Guest List
- Find a Venue/Choose Location
- Pick date & Time
- Determine a Budget
- Buy/Make Invitations
- Send out Invitations (with an RSVP date)
- Plan a Menu or Book a Caterer
- Decide on Decorations/Supplies
- Make a Shopping List
- Book Rentals (Tent, Tables, Chairs, etc.)
- Purchase Supplies
- Order Cake
- Book Entertainment (if applicable)
- Put together Party Favors/bags
- Make Decorations (if applicable)
- Clean House (if doing it at home)
- Confirm all Vendors
- Prepare Food
- Blow up Balloons/decorate
- Get your Party Dress on & Party!
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NOTES / REMINDER

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GUEST LIST

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ACTIVITIES/GAMES

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MENU

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Wedding

CHECKLIST

12 MONTHS BEFORE

- Make a Guest List
- Decide on Style/Theme & Color Scheme
- Choose a Bridal Party
- Book a Venue
- Hire Photographer
- Hire Band and/or DJ
- Wedding Dress Shopping

9 MONTHS BEFORE

- Select caterer
- Select invitations
- Bridesmaid dresses
- Book flowers
- Wedding website
- Order invitations

6 MONTHS BEFORE

- Choose wedding rings
- Book honeymoon
- Schedule wedding shower
- Send invitations
- Order wedding cake

3 MONTHS BEFORE

- Create seating chart
- Choose guest favours
- Meet with the officiant
- Hair and makeup trial
- Book transport
- Choose ceremony songs

1 MONTH BEFORE

- Dress fitting
- Pick up the marriage license
- Write wedding vows
- Finalize the guest count

1 WEEK BEFORE

- Practice wedding vows
- Mani & Pedi
- Facial treatment
- Hair appointment

AFTER THE WEDDING

- Send thank you cards
- Share photos

Wedding **BUDGET**

Ceremony & Reception

- _____ Ceremony site
- _____ Reception site
- _____ Officiant
- _____ Marriage license
- _____ Catering
- _____ Bar & drinks
- _____ Bride's cake
- _____ Groom's cake
- _____ Rentals
- _____ Couple's transportation
- _____ Music
- _____ Tips

Flowers & Decor

- _____ Ceremony decorations
- _____ Bride's bouquet
- _____ Bridesmaid bouquets
- _____ Flower girl accessories
- _____ Corsages
- _____ Boutonnieres
- _____ Reception centerpieces
- _____ Ring pillow

Photography

- _____ Wedding photographer
- _____ Bridal session
- _____ Engagement session
- _____ Videography
- _____ Wedding album
- _____ Parent albums
- _____ Prints for venue

Wardrobe & Beauty

- _____ Bride's dress
- _____ Headpiece and veil
- _____ Bride's shoes
- _____ Lingerie
- _____ Jewelry and accessories
- _____ Groom's tuxedo
- _____ Groom's shoes
- _____ Groom's accessories
- _____ Bride's and groom's rings
- _____ Hair and makeup
- _____ Mani / pedi
- _____ Teeth whitening

Stationery

- _____ Save-the-date cards
- _____ Invitations and envelopes
- _____ Programs
- _____ Seating & menu cards
- _____ Thank-you cards
- _____ Guest book
- _____ Postage
- _____ Calligraphy

Gifts & Favors

- _____ Bridesmaid gifts
- _____ Groomsmen gifts
- _____ Attendant gifts
- _____ Parent gifts
- _____ Officiant gift
- _____ Bride & groom gifts
- _____ Favors

TOTAL _____

EVENT RENTALS CHECKLIST

DATE: _____
 LOCATION: _____

OUTDOOR/TENTING

- Main Event Tent
- Other Tents
- Tent Side Walls
- Portable Cooling/Tent Heater
- Standing Propane Heaters
- Trash Cans
- Standing Ash Trays
- Crowd Control Barriers
- Tent/String Lighting

CEREMONY

- Iron Arch
- White Lattice Arch
- Greek Arch
- Greek Columns
- Urns/baskets

TABLES/CHAIRS

- Folding Chairs (white)
- Wood Folding Chairs (white or Ivory)
- 8ft Tables
- 6ft Tables
- 60in Round Tables
- Cocktail Tables
- Other Tables

DINING/SERVING

- Glassware
- Flatware
- Plates
- Chaffing Dishes
- Serving Pitchers
- Tea Dispenser

LINENS

- Banquet Tablecloths
- Round Tablecloths
- Floor Length Tablecloths
- Stretch Table covers
- Stretch Chair Covers
- Runners
- Chair Sashes
- Overlays
- Napkins

CONFERENCE

- Seminar Tables
- Podium
- Projector
- Projector Screen
- Presentation Easel
- P.A. System
- Extra Mic

OTHER

- Galvanized Tubs
- Chocolate/Champagne Fountains
- Centerpieces

NOTES

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