



# 3 Pro Floor Plan Templates

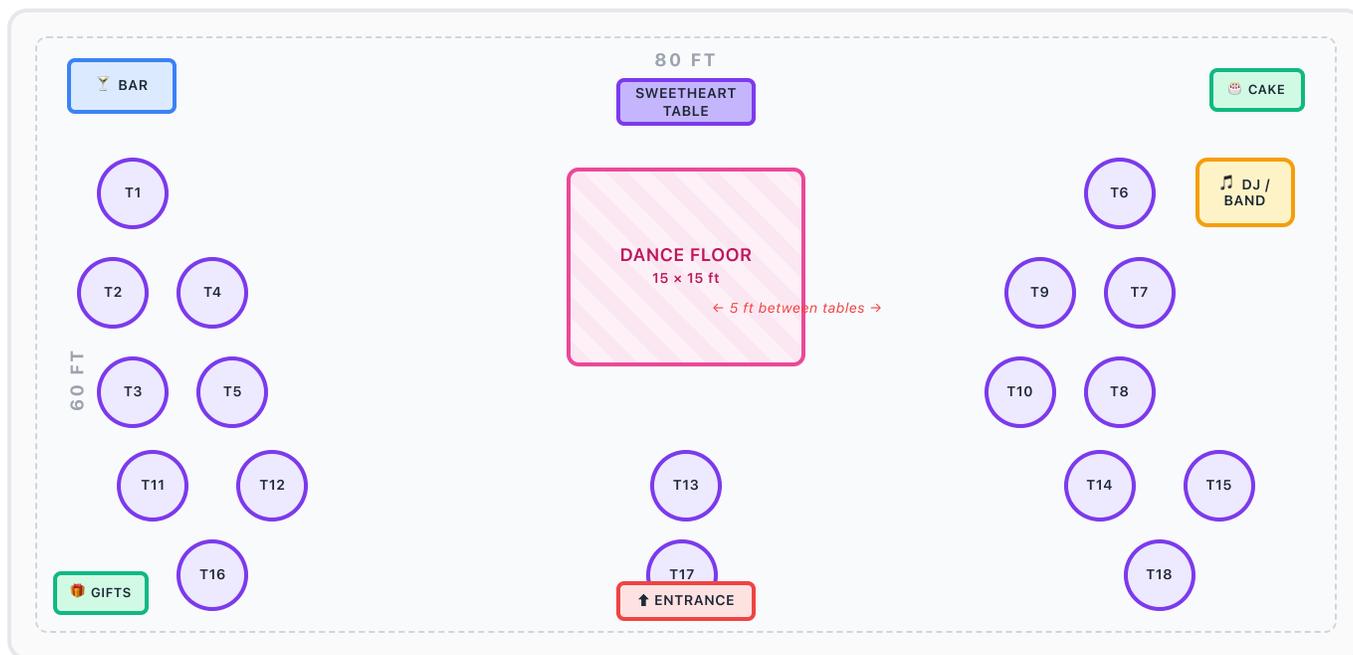
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Wedding Reception • Corporate Event • Birthday / Quinceañera

Professional layouts with dimensions, spacing guides, and pro tips

# Wedding Reception Layout

150 Guests • 60 × 80 ft Room



- Round Table (60" = 8 guests)
- Dance Floor (15x15 ft)
- DJ / Band Area
- Bar
- Gift / Cake Tables
- Entrance

## GUEST CAPACITY BREAKDOWN

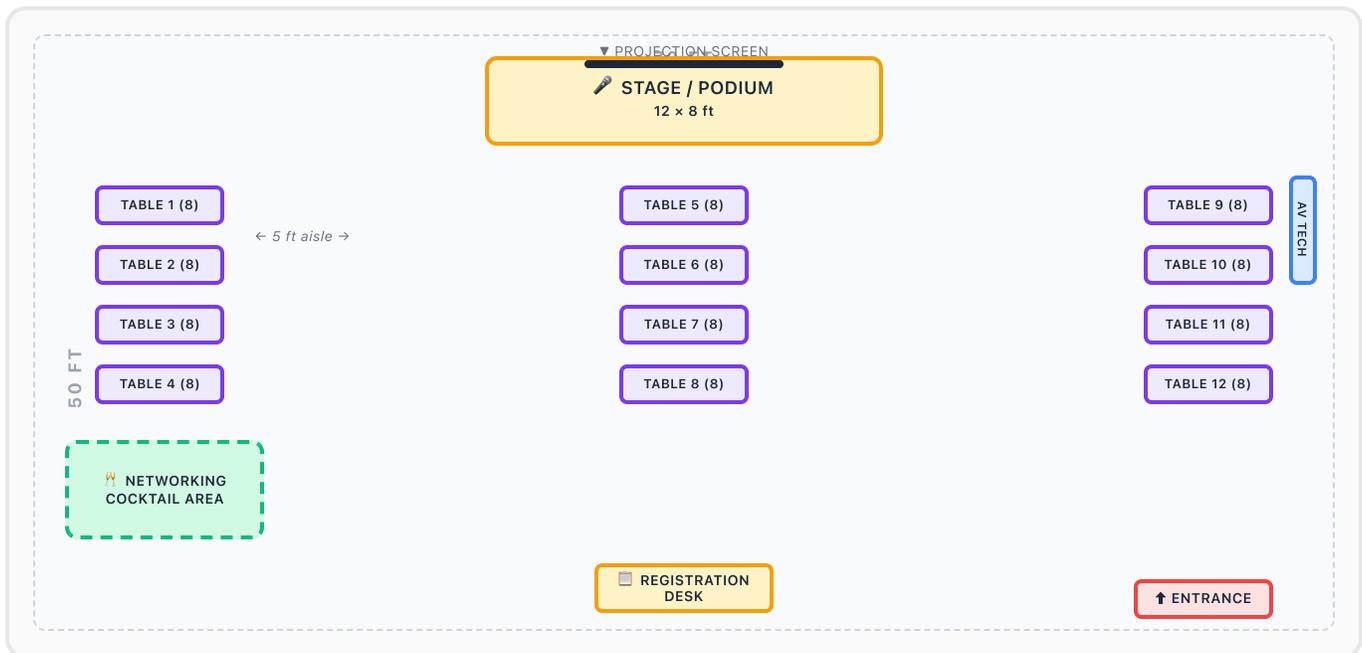
- 18 round tables × 8 guests = 144 seated
- Sweetheart table: 2 (bride & groom)
- Head table option: up to 12
- Total capacity: 146–150 guests
- Dance floor fits ~60 dancers

## PRO TIPS

- Keep 5 ft between tables for easy movement
- Place bar away from dance floor to spread traffic
- Sweetheart table should face the room
- Gift & cake tables near entrance for easy access
- DJ needs a dedicated 20-amp power outlet

# Corporate Event Layout

100 Guests • 50 × 70 ft Room



- Rectangular Table (8 guests)
- Stage / Podium
- Networking Area
- AV / Tech
- Registration
- Entrance

## CAPACITY BREAKDOWN

- 12 rectangular tables × 8 guests = 96 seated
- Standing cocktail area: 20–30 additional
- Stage accommodates podium + 2 panelists
- Registration desk handles check-in flow
- Total event capacity: ~100 guests

## PRO TIPS

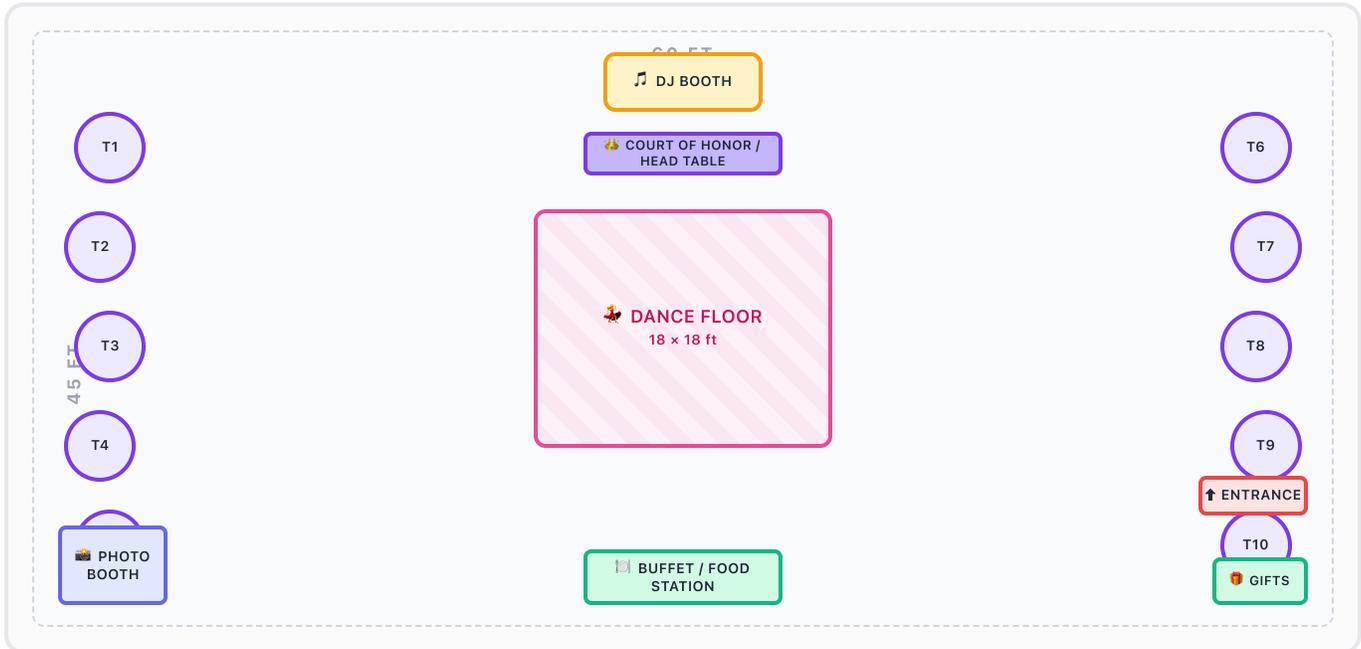
- Place AV tech at back with clear line-of-sight to stage
- Registration desk near entrance prevents bottlenecks
- Leave 5 ft center aisle for speaker movement
- Networking area encourages mingling after program
- Provide power strips at each table for laptops

### Alternate Configuration: Classroom Style

For presentations, replace banquet tables with 6 ft tables in rows (3 per row, 8 rows). Seats 6 per table = 144 guests. Add center and side aisles (4 ft each). Best for training events or conferences with note-taking.

# Birthday / Quinceañera Layout

80 Guests • 45 × 60 ft Room



- Round Table (60" = 8 guests)
- Dance Floor (18×18 ft)
- Court of Honor Table
- Photo Booth
- Buffet / Gifts
- DJ Booth

## CAPACITY BREAKDOWN

- 10 round tables × 8 guests = 80 seated
- Court of Honor: 14 guests (damas & chambelanes)
- Dance floor: 18×18 ft (larger ratio for parties!)
- Photo booth corner: 8×8 ft minimum
- Buffet station: 10 ft minimum length

## 💡 QUINCEAÑERA-SPECIFIC TIPS

- Court of Honor table faces the dance floor
- Reserve 2 tables for immediate family near front
- Larger dance floor — up to 60% may dance!
- Photo booth near entrance for early arrivals
- Leave space for waltz & choreographed dances

## 👶 Birthday Party Variation

For general birthday parties: replace Court of Honor table with a standard head table. Add a dedicated dessert/cake table near the DJ area for the spotlight moment. Consider a kids' table section if needed — place it away from the dance floor and bar.

## Table Size Cheat Sheet

Table Type	Dimensions	Seated Guests	Floor Space Needed
 Round	48" (4 ft) diameter	<b>6 guests</b>	10 × 10 ft (100 sq ft)
 Round	60" (5 ft) diameter	<b>8 guests</b>	11 × 11 ft (121 sq ft)
 Round	72" (6 ft) diameter	<b>10 guests</b>	12 × 12 ft (144 sq ft)
 Rectangular	6 ft × 30"	<b>6 guests</b>	11 × 8 ft (88 sq ft)
 Rectangular	8 ft × 30"	<b>8 guests</b>	13 × 8 ft (104 sq ft)

## Space Planning Formulas

### Dinner Seating

**10–12 sq ft**

per guest for seated dinner service. Includes table, chair, and aisle space.

### Cocktail Reception

**6–8 sq ft**

per guest for standing/cocktail events. More mingling room needed.

### Dance Floor

**3 sq ft / dancer**

Assume 40% of guests dance at any time. 150 guests = 60 dancers = 180 sq ft (≈ 14×14 ft).

### Aisle Width

**4–5 ft min**

Between table rows. ADA requires 36" minimum for wheelchair access.

## Quick Math

### Room Capacity Formula

$$\text{Total Room Sq Ft} \div \text{Sq Ft Per Guest} = \text{Max Guests}$$

Example: 4,800 sq ft room ÷ 12 sq ft/guest = 400 guests (seated dinner)

### Dance Floor Size Formula

$$\text{Total Guests} \times 0.40 \times 3 \text{ sq ft} = \text{Dance Floor Area}$$

Example: 150 guests × 0.40 × 3 = 180 sq ft → 14 × 14 ft floor

**Ready to Design Your Layout?**

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