

Table Capacity Quick Reference

 48" Round 6 GUESTS	 60" Round 8 GUESTS	 72" Round 10 GUESTS	 6ft Rect. 6 GUESTS	 8ft Rect. 8 GUESTS
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QUICK NUMBERS

Space per guest (seated dinner)	10–12 sq ft
Space per guest (cocktail)	6–8 sq ft
24" per place setting	= standard spacing
Chair-to-chair clearance	18" minimum

Seating Etiquette Rules

PLACEMENT PRIORITY

-  Immediate family sits nearest to the couple / guest of honor
-  Always keep couples together at the same table
-  Elderly and VIP guests get prime spots near front, away from speakers
-  Families with young children near exits (for easy escape!)
-  Wheelchair-accessible tables on aisle, no steps

SOCIAL DYNAMICS

-  Mix talkers and listeners at each table for balanced conversation
-  Buffer guests between known conflicts — use "neutral" people
-  Plus-ones should never be stranded alone — seat near someone they know
-  Mix friend groups to encourage new connections
-  Keep coworkers who only know each other together

Do This

- Assign tables, not specific seats (more flexible)
- Create a "fun" table for singles who love to mingle
- Ask close family for input on feuds or preferences
- Seat vendors (photo/video) at a table near the exit

Don't Do This

- Don't put all "leftovers" at one table — spread them
- Don't seat exes at the same table (obvious but happens!)
- Don't put kids' table too far from parents
- Don't forget to count vendor meals in total seats

 **Pro Tip: The 80/20 Rule**

80% of your guests are easy to seat. Spend your time on the tricky 20% — the family politics, the awkward plus-ones, and the table that's one person short. Start with the hard ones.

Guest Grouping Strategy

1

Sort by Relationship

Divide your guest list into groups: **Immediate Family** → **Extended Family** → **Close Friends** → **Work Colleagues** → **Acquaintances**. Color-code each group on your list.



2

Identify Conflicts & Special Needs

Flag anyone who **should NOT** sit together (exes, feuding family, etc.). Mark guests with accessibility needs, dietary restrictions, or young children.



3

Fill Tables by Group, Then Mix

Start filling tables with same-group guests. When a table has 2–3 open seats, fill with compatible people from other groups. **Aim for at least 1 "connector" per table** — someone social who bridges groups.



4

Place VIPs & Elderly Near Front

Grandparents, parents, and honored guests get prime tables closest to the head table and farthest from the DJ speakers. Ensure clear sightlines to the dance floor / stage.

Top 5 Seating Mistakes to Avoid

1

The "Reject Table" — Lumping all unassigned guests together. They'll feel it. Spread singles across tables with friendly, outgoing people.

2

Ignoring Sightlines — Guests facing walls or columns can't see speeches, dances, or the cake cutting. Orient tables so most seats face the action.

3

Overcrowding Tables — Squeezing 10 guests at an 8-person table means elbows in food. Stick to rated capacity or go one under.

4

Forgetting the Vendors — Photographers, videographers, and coordinators need a seat and a meal too. Add a vendor table in your count.

5

Last-Minute Changes Without a System — RSVPs change. Use a digital tool (like Event Floor Planner!) to easily drag-and-drop guests when things shift.

Round vs. Rectangular — Which to Choose?

Round tables = better conversation (everyone can see each other), classic look, uses more floor space. **Rectangular tables** = more space-efficient, modern/rustic feel, easier for family-style dining. **Mix both** for visual interest — rounds for guests, rectangular for the head table.

Build Your Seating Chart for Free

Drag-and-drop guests onto your floor plan in minutes

