Seating plan

Sketch the room on page 1, fill in a card for each table on page 2, then list guests on page 3. The Excel version counts seats for you and flags full tables.

Event details

Event and date	
Venue and room	
Number of guests	
Table sizes and seats per table	

Room layout

Draw the room: doors, fire exits, bar, stage, top table and every guest table. Leave clear routes for wheelchairs and serving staff.

Table cards

Write the table name and the guests in seat order. Seats per table depend on the table size and chair style.

Table 1: _____



1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Table 2: _____



1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Table 3: _____



1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Table 4: _____



1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Table 5: _____



1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Table 6: _____



1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Guest list

Guest name	Table	Dietary needs	Access needs and notes

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