

## Reception Site Seating Planner

Planning a seating chart for your Reception is an important task that will be worth the effort. Offering your guests arranged seating allows them to focus on the celebration rather than spend time and energy trying to find a place to sit. Even if you are planning a buffet meal, unless your guests are all close acquaintances, you will want to provide a seating chart so that no tables are left empty or overcrowded. A Seating Chart will also allow you to prepare any special seating arrangements ahead of time.

\*Seating Charts also offer a way for your caterer and other event service providers to keep track of your guests and attend to any special needs or other requests more effectively.

A Simple Posterboard from your local arts and crafts supply store as well as some "Post It" notes and your *Guest List Planner* are all the items you will need to layout your seating chart. Sketch out your tables on the posterboard, then use your Guest List Planner and sticky notes to add the names of each guest to be seated at each table. Once you have decided upon your seating plan, fill in this worksheet with the guest names and table numbers and give copies to your caterer and the person designing your Seating Chart.

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