

The Seating Plan

Take a piece of paper and draw an overhead view of your site's floor plan, including the wedding party table(s), the parents' tables, the guests' tables, and the special tables like the cake table, the guest book table, the place card table, and the gift table. Then use the following worksheet to organize who will be sitting at what tables. Also include information on the table sizes and styles, the number of chairs, and so on. Photocopy the worksheet so you'll have enough space to organize all of your guest tables.

Head Table

Description _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents' Table #1

Description _____

_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents' Table #2

Description _____

_____	_____	_____
_____	_____	_____
_____	_____	_____

Guest Table # _____

Description _____

Guest Table # _____

Description _____

Guest Table # _____

Description _____

Guest Table # _____

Description _____

Guest Table # _____

Description _____
