



Seating Capabilities by Tent Size

Tent Size (Sq. Footage)	Cocktail Tables or Church Style Seating	Using: 60" Round Tables	Using: 8' Banquet Tables
10x10 (100 sq. ft.)	15 People	8-10 People	8-10 People
15x15 (225 sq. ft.)	34	16-20	22-24
10x20 (200 sq. ft.)	35	16-20	16-20
20x20 (400 sq. ft.)	68	26-28	38-40
20x30 (600 sq. ft.)	90	32-34	64-66
20x40 (800 sq. ft.)	100	48-50	80-85
30x30 (900 sq. ft.)	125	62-66	85-90
30x50 (1500 sq. ft.)	240	120-125	150-155
30x60 (1800 sq. ft.)	245	135-140	170-180
40x40 (1600 sq. ft.)	250	120-125	150-160
40x60 (2400 sq. ft.)	342	180-185	230-240
40x80 (3200 sq. ft.)	450	235-240	300-310
40x100 (4000 sq. ft.)	560	300-305	380-390
40x120 (4800 sq. ft.)	680	350-355	450-460
60x60 (3600 sq. ft.)	500	260-265	360-370
60x90 (5400 sq. ft.)	760	400-410	560-570
60x120 (7200 sq. ft.)	1000	540-550	800-810

*Other table sizes available. Adding stage, dance floor, or anything else under the tent will change seating capabilities. See "Tent Sizing Chart" or get in contact with us for more details.



“What size tent do I need?”

Tent Sizing Chart

Items	Square Foot per item	Quantity of each	Square Ft. needed
Tables:			
30" Round (seats 2-4)	50		
36" Round (seats 4)	60		
48" Round (seats 6)	80		
60" Round (seats 8-10)	100		
72" Round (seats 10-12)	120		
6' Banquet (seating 6)	50		
6' Banquet (seating 8)	80		
8' Banquet (seating 8)	60		
8' Banquet (seats 10)	90		
Seating with no Tables (Ceremony/Stadium Style)	5 per chair		
Extras:			
Buffet Table	100		
Bar	100		
Dance Floor	2-4 per guest		
DJ Table	100		
Band Area	100+		
		TOTAL SQ. FT.	

Ex: “I have 120 guests and need 60” Round tables, chairs, and bar. What size tent do I need?”



















60" Round (seats 8-10)	100	15	1500
Bar	100	1	100
		Total:	1600

For your event, a 40x40 would be an ideal size tent!

*Please refer to “Seating Capabilities” chart for tent square footage.



Linen and Table Compatibility Chart

								
	72" Round	60" Round	48" Round	36" Round	30" Cocktail	30" Round	8' Banquet	6' Banquet
Seats	10-12	8-10	6	4	2-4	2-4	8-10	6-8
Linen Sizes								
 132" Round	To the Floor				To the Floor w/ using sash			
 120" Round	24" Drop	To the Floor			To the Floor			
 108" Round	18" Drop	24" Drop	To the Floor				Decorative Top Cloth	Decorative Top Cloth
 90" Round	9" Drop	15" Drop	21" Drop	27" Drop		To the Floor	Decorative Top Cloth	Decorative Top Cloth
 90" Square	Decorative Top with 24" Drop	Points Touch the Floor	Decorative Top 16" on Points	Decorative Top 22" on Points		All Around to the Floor	Front/Back to Floor Sides 6" Short	Front/Back to Floor Sides 9" Deep
 70" Square	Decorative Top To Edge	Decorative Top 6" Drop	Decorative Top with 12" Drop	Decorative Top with 18" Drop		Decorative Top with 21" Drop	Decorative Top Cloth	Decorative Top Cloth
 54" Square	Decorative Top Table Center	Decorative Top To Edge	Decorative Top with 6" Drop	Decorative Top with 12" Drop		Decorative Top with 15" Drop	Decorative Top Cloth	Decorative Top Cloth
 90"x156" Banquet Table							To the Floor All Sides	To the Floor All Sides w/extra
 90"x132" Banquet Table							Front 30" Sides 18"	To the Floor All Sides
 54"x120" Banquet Table							Front and Back 12" Drop	Front and Back 15" Drop

Wedding

10-12 Months Before

- Get organized. Create a wedding binder that holds all of your ideas/inspiration. Also create tabs to hold finalized contracts and receipts.
- Set wedding date, time, and location.
- Develop guest list.
- Determine budget. Talk about who will pay for what.
- Insure your ring.
- Set date for engagement party.
- Hire a wedding planner, if using one.

8-10 Months Before

- Decide on wedding colors and theme.
- Register for gifts.
- Visit reception and ceremony venues.
- Finalize guest list
- Book venues and ceremony officiants.
- Start meeting with different caterers.
- Research and book photographers, videographers, and DJ/Bands.
- Choose your bridal party.
- Take engagement photos.
- Book catering company.

6-8 Months Before

- Create group room block at hotel.
- Try on wedding dresses.
- Meet with florist.
- Add pictures and ideas to wedding binder.
- Look into stationery design.
- Buy your dress.
- Choose bridesmaid attire.
- Meet with cake bakers and order cake.
- Decide on honeymoon location.
- Order save-the-dates
-

4-6 Months Before

- Send save-the-dates
- Plan rehearsal dinner.
- Order wedding invitations.
- Book wedding night hotel room
- Reserve party rentals such as tents,

Wedding (continued)

2-4 Months Before

- Finalize rehearsal dinner.
- Book honeymoon.
- Address and send invitations.
- Book hair and make-up stylists.
- Shop for wedding rings.
- Create timeline for party.
- Buy wedding favors.
- Buy or rent formalwear (guys).
- Buy bridal gown accessories: veil, jewelry, shoes, etc.
- Book wedding day transportation.

1-2 Months Before

- Confirm with all vendors: event rentals, catering, limo, entertainment, etc.
- Purchase bridal party gifts.
- Have your dress fitted.
- Purchase guest book.
- Get the marriage license.
- Confirm with bridal party on making toasts, what time to be where, etc.

2 Weeks Before

- Have your final fitting.
- Finish ceremony programs.
- Have your hair/make-up trial.
- Create weekend and day of timeline.
- Work on reception seating plan.
- Confirm any final payments.
- Prepare your thank you toast.

1 Week Before

- Shop for "morning of" supplies such as food and drink for those you are getting ready with.
- Create or pick up escort cards.
- Pack for the honeymoon.
- Pick up or put favor bags together.

1-2 Days Before

- Have rehearsal.

Day of Event

- GET MARRIED!

Graduation Party

2 Months Before

- Set the date, time, and location.
- Develop guest list.
- Start researching entertainment: DJ, yard games, performer, etc.
- Decide if you will be using a catering company or handling food yourself.

1 Month Before

- Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.
- Tip: A tent can provide protection from light summer rains, hot summer sun, and add a festive atmosphere. Tents are also a great way to keep your event outside and out of your house.
- Tip: Chaffing dishes, super coolers, and large grills all make serving food to your guests easier.
- Tip: Sno-cone, popcorn, and cotton candy machines are a tasty way to add fun to your event.
- Create menu or book catering company.
- Book Entertainment.
- Decide on party favors.

3 Weeks

- Send invitations that match theme.
- Order cake if not baking one.

1 Week Before

- Confirm with all vendors: event rentals, catering, entertainment, etc.
- Create timeline for party.
- Shop for party supplies.

3 Days Before

- Call any guests who didn't RSVP
- Shop for menu items.
- Put favor bags together.

Day of Event

- Bake or pick up graduation cake
- Set-up party area.
- Enjoy!

Company Picnic

3 Months Before

- Create an Event Planning Committee and assign responsibilities.
- Determine overall budget. Allocate funds for each party element.
- Set the date, time, and location.
- Develop guest list.
- Decide on a theme. Start thinking how to incorporate throughout entire event.
- Research entertainment: DJ, games, etc.

2 Months Before

- Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.
- Create menu that matches theme. If using catering company, book them.
- Tip: A tent can provide protection from light weather, and allow you to hold picnic on company grounds.
- Tip: Chaffing dishes, super coolers, and large grills all make serving food to your guests easier.
- Tip: Sno-cone, popcorn, and cotton candy machines are a tasty way to add fun to your event.

1 Month Before

- Book Entertainment.
- Decide on party favors and prizes.
- Send invitations.

1 Week Before

- Confirm with all vendors: event rentals, catering, entertainment, etc.
- Create shopping list and purchase items.
- Create timeline for party.

3 Days Before

- Put favor bags and prizes together.

Day of Event

- Set-up party area.
- Enjoy!

Corporate Events

3 Months Before

- Create an Event Planning Committee and assign responsibilities.
- Set the date, time, and location.
- Determine event goal.
- Decide on a theme. Start thinking how to incorporate throughout entire event.
- Determine overall budget. Allocate funds for each party element.
- Start researching entertainment: DJ, Band, guest speaker, "wow factor", etc.
- Start researching catering companies.

2 Months Before

- Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.
- Start talking to catering company about creating menu that matches theme.
- Book Entertainment.
- If planning on giving gifts/favors, look into options.

6 Weeks

- Send Official Invitations. Make sure invitations match theme.
- Start researching décor.
- Finalize Catering order
- Purchase gifts/favors.

1 Month Before

- If using a florist, place order.
- Buy décor or hire decorator.
- Order place cards, menus, brochures, or anything else you want printed.

2 Weeks Before

- Confirm with all vendors: event rentals, catering, entertainment, etc.
- Send out event reminder to employees

1 Week Before

- Meet with event planning committee.
- Finalize any loose strings.

Day of Event

- Enjoy!

Children's Birthday Parties

2 Months Before

- Set the date, time, and location.
- Develop guest list.
- Decide on a theme. Start thinking how to incorporate throughout entire event.
- Start researching entertainment: DJ, bounce house, clown, crafts, etc.
- Decide if you will be using a catering company or handling food yourself.

1 Month Before

- Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.
- Tip: A tent can provide protection from light summer rains, hot summer sun, and add a festive atmosphere.
- Tip: Chaffing dishes, super coolers, and large grills all make serving food to your guests easier.
- Tip: Sno-cone, popcorn, and cotton candy machines are a tasty way to add fun to your event.
- Create menu that matches theme. If using catering company, book them.
- Book Entertainment.
- Decide on party favors.

3 Weeks

- Send invitations that match theme.
- Order cake if not baking one.

1 Week Before

- Confirm with all vendors: event rentals, catering, entertainment, etc.
- Create shopping list.
- Create timeline for party.
- Shop for party supplies.

3 Days Before

- Call any guests who didn't RSVP
- Shop for menu items.
- Put favor bags together.

Day of Event

- Bake or pick up birthday cake
- Set-up party area.