

CREATING A SEATING CHART

This is one of the last things in your planning process, after the RSVP's are received.

TABLE CHART

To begin your wedding reception seating chart, you will first need to know how many tables will be at your reception, as well as how many chairs will be at each table. Contact your reception location and ask for a chart of how their tables are set up. Ask if you can rearrange to better accommodate your needs. You can comfortably seat 6-10 guests at a 60 inch round table. A 6 foot by 30 inch rectangular table can seat 6 or 8 guests, depending if you sit guests on the ends. Assign numbers or creative names to the tables on the wedding reception table chart.

ASSIGN SEATS

Decide which guests you will sit together in your seating chart. Use your guest list and table chart to assign families and guests to each table. Keep small children next to their parents and attempt to seat guests beside people with whom they will be comfortable. If you are unsure on relationships then ask your parents, they may have good insight on this. When assigning seats, keep in mind that some tables may need to be taken down after dinner to make room for dancing. If you know of people who need a chair, (elderly or handicapped) be sure not to seat them at a table that will be removed.

SEATING FOR THE WEDDING PARTY

Most receptions are set with the head table in the front of the room, however, there are other options. You may want your table in the center of the room, to give your guests a closer view of the toasts and speeches. If both sets of parents get along, you may want to sit with them at a center table, and let your wedding party sit with their families.