

# SPACE PLANNING BASICS



Parties · Tents · Events

Version # 2013-A

USE THE FOLLOWING WORKSHEET / CALCULATIONS TO ESTIMATE THE TOTAL SQUARE FOOTAGE NEEDED FOR AN EVENT.

## THEATER / CLASSROOM SEATING

Theater Seating (chairs in rows):

Classroom Seating (one-sided tables w/chairs):

## SPACE REQUIREMENTS

6 square feet per person

8 square feet per person

## ESTIMATE

\_\_\_ X 6 = \_\_\_\_\_

\_\_\_ X 8 = \_\_\_\_\_

## DINING TABLE SEATING

Banquet Table Seating (rectangle tables/chairs)

30" Round Table Seating (2 people/comfy)

30" Round Table Seating (4 people/cozy)

36" Round Table Seating (4 people/comfy)

36" Round Table Seating (6 people/cozy)

48" Round Table Seating (6 people/comfy)

48" Round Table Seating (8 people/cozy)

60" Round Table Seating (8 people/comfy)

60" Round Table Seating (10 people/cozy)

72" Round Table Seating (10 people/comfy)

72" Round Table Seating (12 people/cozy)

## SPACE REQUIREMENTS

8 square feet per person

19 square feet per person

14 square feet per person

16 square feet per person

11 square feet per person

13 square feet per person

10 square feet per person

12 square feet per person

10 square feet per person

12 square feet per person

10 square feet per person

\_\_\_ X 8 = \_\_\_\_\_

\_\_\_ X 19 = \_\_\_\_\_

\_\_\_ X 14 = \_\_\_\_\_

\_\_\_ X 16 = \_\_\_\_\_

\_\_\_ X 11 = \_\_\_\_\_

\_\_\_ X 13 = \_\_\_\_\_

\_\_\_ X 10 = \_\_\_\_\_

\_\_\_ X 12 = \_\_\_\_\_

\_\_\_ X 10 = \_\_\_\_\_

\_\_\_ X 12 = \_\_\_\_\_

\_\_\_ X 10 = \_\_\_\_\_

## COCKTAIL PARTIES / RECEPTIONS

All Standing

Standing w/some Pedestal Tables

## SPACE REQUIREMENTS

6 square feet per person

9 square feet per person

\_\_\_ X 6 = \_\_\_\_\_

\_\_\_ X 9 = \_\_\_\_\_

## ADDITIONAL NEEDS

Dancing Area

Single Bar

Single Buffet Table

Upright Piano or Keyboard

Grand Piano or String Quartet

Cake, Gift or Reception Table

Entrances or Exits

Other \_\_\_\_\_

## SPACE REQUIREMENTS

6 square feet per person

100 square feet

100 square feet

50 square feet

100 square feet

100 square feet

100 square feet

\_\_\_ square feet

\_\_\_ X 6 = \_\_\_\_\_

\_\_\_ X 100 = \_\_\_\_\_

\_\_\_ X 100 = \_\_\_\_\_

\_\_\_ X 50 = \_\_\_\_\_

\_\_\_ X 100 = \_\_\_\_\_

\_\_\_ X 100 = \_\_\_\_\_

\_\_\_ X 100 = \_\_\_\_\_

\_\_\_ X \_\_\_ = \_\_\_\_\_

TOTAL SQUARE FEET NEEDED \_\_\_\_\_

All allowances are approximate estimates. Please contact your Diamond Rental event professional to determine your needs and specifications for your event. Make sure to always allow a minimum of 60" between tables to allow space for chairs & wait staff. Fire Code Requirement vary per municipality, but are commonly 15 square feet per guest.