

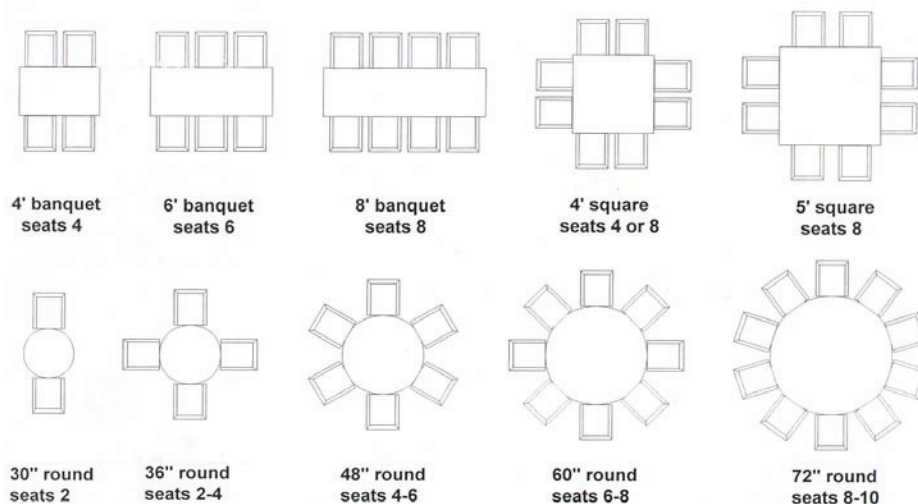
# How to: Measure for Event Space and Table Sizing

Here are some tips & guidelines to help you plan for the space needed for your event.

Event Type	Sq. feet per Person
Cocktail/Reception, all standing	5 – 6 sq. ft/person
Cocktail/Reception, some seating	8 – 10 sq. ft/person
Theater Seating	8 sq. ft/person
Classroom seating	8 – 10 sq. ft/person
Tables & chairs only	10 sq. ft/person
Seated dinner (tables/chairs & food/bar tables)	12 sq. ft/person
Full reception (tables/chairs, food & bar tables and a dance floor)	14 – 16 sq. ft/person

## Additional space allowances

Bar w/back	100 sq. feet
Buffet area, per table	100 sq. feet
Per table	50 – 100 sq. feet



*Peter Corvallis Productions*

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