



## Quantities and Space 101

### **Dishware**

Order 25% more than the number of guests for each dish type

### **Flatware**

Order 25% more than the number of guests for each utensil type

### **Glassware**

Banquet: 2 glasses per guest (of each glass type)

Cocktail Party: 3 glasses per guest

Cocktail/Wine Bar: 1 glass per guest for each hour

### **Napkins**

Banquet: 2 napkins per guest

Cocktail Party: 3 napkins per guest

Cocktail/Wine Bar: 1 napkin per guest for each hour

### **Tables**

Banquet w/ Round Tables: 1 table for every 8-9 Guests

Banquet w/ Rectangle Tables: 1 table for every 8 Guests

Cocktail Party w/ Bistro Tables: 1 table for every 10-15 Guests

Note: Cocktail Parties generally have appetizers and hors d'oeuvres while Cocktail/Wine Bars are simply bar service only.

### **Spacing**

Cocktail Party: 5-6 sq ft/ person (*stand up mingling*)

Cocktail Party: 7-9 sq ft/ person (*sitting/standing*)

Banquet Reception: 10-15 sq ft /person (*with round tables*)

Banquet Reception: 10-12 sq ft/person (*with rectangle tables*)

Note: All Tables should be spaced at least 5ft apart to allow for guest seating and access.

Ceremony Seating: 6 sq ft/ person

Buffet Lines: 100 sq ft per 100 quests

Bar Area: 100 sq ft per 100 quests

Dance Floor: 5 sq ft/ person

Note: Calculation for dance floors should be based on how many guests will be on the dance floor at any one time. The general rule of thumb is 2/3 of your guests will be dancing at the peak of the celebrations.