Reception Floor Plan Worksheet

PLAN YOUR LAYOUT

Venue dimensions (LxW): _____

Number of guests: _____

Number of tables: _____

Sweetheart or head table?: _____

ELEMENTS TO PLACE

- ☐ Sweetheart / head table
- ☐ Guest tables
- ☐ DJ / band area
- ☐ Dance floor
- ☐ Bar
- ☐ Cake table
- ☐ Gift table
- ☐ Photo booth area
- ☐ Cocktail hour space
- ☐ Lounge area (sofas)
- ☐ Welcome / sign-in table
- ☐ Photo display table
- ☐ Restroom signage

NOTES & SKETCH (use blank space below)