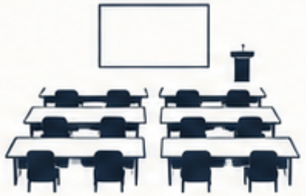
THE ELEMENT GUIDE TO

TENT SPACE PLANNING CHART

THE RIGHT SPACE. THE PERFECT FIT.

EVENT STYLE	STANDING RECEPTION (COCKTAIL PARTY)	CEREMONY SEATING	CLASSROOM / THEATER	SEATED DINNER (BANQUET)	LOUNGE OR MIXED SEATING	SEATED DINNER WITH DANCE FLOOR & BAND / DJ
SETUP EXAMPLE						
SQ. FT. PER PERSON	6–8 SQ. FT.	8–10 SQ. FT.	10–12 SQ. FT.	12–15 SQ. FT.	15–20 SQ. FT.	18–22 SQ. FT.

SPACE REQUIREMENTS GUIDE

EVENT STYLE	BEST FOR
Standing Reception	Cocktail parties, networking events
Ceremony Seating	Weddings, presentations, ceremonies
Classroom / Theater	Conferences, seminars, lectures
Seated Dinner	Banquets, galas, receptions
Lounge Seating	Social gatherings, VIP areas
Dinner + Dance Floor	Weddings, celebrations, fundraisers

ADDITIONAL SPACE CONSIDERATIONS

ITEM	ADDITIONAL SPACE MAY BE NEEDED FOR
Aisles & Walkways	Guest circulation and accessibility
Buffet Stations	Food service lines
Bars	Beverage service areas
Dance Floors	Entertainment space
Stages	Bands, DJs, presentations
Outdoor Conditions	Heaters, covered walkways, weather plans

QUICK ESTIMATING FORMULA

GUEST COUNT × SQ. FT. PER PERSON

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APPROXIMATE EVENT SPACE NEEDED

EXAMPLE:

100 GUESTS × 15 SQ. FT. = 1,500 SQ. FT.

THE ELEMENT SPACE PLANNING FORMULA

GUESTS + SEATING STYLE + ENTERTAINMENT + SERVICE AREAS = THE PERFECT TENT SIZE

ELEMENT EVENT SOLUTIONS

Thoughtful planning. Elevated experiences.

WE BRING IT ALL TOGETHER.