

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		ADDITIONAL SPACE CONSIDERATIONS	
EVENT STYLE	BEST FOR	ITEM	ADDITIONAL SPACE MAY BE NEEDED FOR
Standing Reception	Cocktail parties, networking events	Aisles & Walkways	Guest circulation and accessibility
Ceremony Seating	Weddings, presentations, ceremonies	Buffet Stations	Food service lines
Classroom / Theater	Conferences, seminars, lectures	Bars	Beverage service areas
Seated Dinner	Banquets, galas, receptions	Dance Floors	Entertainment space
Lounge Seating	Social gatherings, VIP areas	Stages	Bands, DJs, presentations
Dinner + Dance Floor	Weddings, celebrations, fundraisers	Outdoor Conditions	Heaters, covered walkways, weather plans

QUICK ESTIMATING FORMULA

GUEST COUNT x SQ. FT. PER PERSON
=
APPROXIMATE EVENT SPACE NEEDED

EXAMPLE:

100 GUESTS
 x
 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.