

How to use this

Figure out your seating area needed; buffet area needed; and dance floor area needed. Add these three together to get your total square feet needed. Compare this number to the tent size chart to determine your final tent size.

Seating Area

The area needed for seating will depend on the type of tables you use. For long tables or banquet style seating you should allow around 10 square feet per person; for round tables you should allow about 12 square feet per person.

# GUESTS	BANQUET	ROUND	# GUESTS	BANQUET	ROUND
40	400 sf	480 sf	150	1500 sf	1800 sf
60	600 sf	720 sf	200	2000 sf	2400 sf
80	800 sf	960 sf	300	3000 sf	3600 sf
100	1000 sf	1200 sf	400	4000 sf	4800 sf
120	1200 sf	1440 sf	500	5000 sf	6000 sf

BAR/BUFFET AREA

This chart is an approximation of the area you might need for a buffet and/or bar section. Only your caterer or event planner can tell you the exact size that will be necessary for your particular event.

# GUESTS	BAR/BUFFET AREA	# GUESTS	BAR/BUFFET AREA
40-100	200 sf	200-300	600 sf
100-150	300 sf	300-400	800 sf
150-200	400 sf	400-500	1000 sf

DANCE FLOOR AREA

The area needed for your dance floor is dependent on the number of guests, type of event, venue, and group type. For this reason we recommend you confer with your organizer or event planner before deciding on your dance floor. This chart can serve only to give you a starting point when thinking about sizes.

# GUESTS	FLOOR SIZE	FLOOR AREA	# GUESTS	FLOOR SIZE	FLOOR AREA
50	12' x 12'	144 sf	300	24' x 24'	576 sf
100	15' x 15'	225 sf	400	24' x 30'	720 sf
200	18' x 21'	378 sf	500	30' x 30'	900 sf

Don't forget to add room for staging if you have a band or DJ. Ask your band what size stage they require and add this to your total number of square feet before using the tent size chart.

Cathedral Seating – Rows	5 – 6 Square Feet per Person
Dance Area	2 Square Feet per Person
Disc Jockey	50 Square Feet per DJ Table
Band Area	10 Square Feet per Person
Drums	20 Square Feet
Piano	30 Square Feet
Grand Piano	100 Square Feet
Bar Area	100 Square Feet
Head Table of Four	100 Square Feet

Tent Size

To use the tent size chart, add together your totals from Seating Area, Buffet Area, and Dance Area to arrive at the total number of square feet required for your event. Then compare that number to the Square Feet column in this chart to determine the tent size needed for your event. Always round up if you are between tent sizes.

TENT SIZE	SQUARE FEET	TENT SIZE	SQUARE FEET
10' x 10'	100	40' x 40'	1600
15' x 15'	225	40' x 60'	2400
20' x 20'	400	40' x 80'	3200
20' x 30'	600	40' x 100'	4000
20' x 40'	800	40' x 120'	4800
30' x 30'	900	40' x 140'	5600
30' x 45'	1350		
30' x 60'	1800		

Note that these are recommendations only. Tent size and dance floor size depend not only on the number of guests, but also on your venue and the nature of your group and event. We strongly recommend that you confer with your event planner and/or venue manager before making your final decision.