

## Guide for Square Footage Calculator for Tent Usage

The first step in planning any outdoor event with tents is to insure that you have adequate space under the tent for everything you may want or need. The number of guests, type of seating, size and type of tables that will be used, and any other venues (i.e. dance floor or performance stage), are all very important considerations. Leaving even a little extra space can make the difference between a good event and a great event. Please use the chart below as a guide to calculate the amount of space you will need for your event.

### Cathedral Seating and Standing/Cocktail Event

Commonly used for performances, public speaking, wedding ceremonies, and informal receptions, the standard recommended space allowance for these types of events is approximately 6 square feet per person. This allows for chairs to be set in rows with sufficient aisle space or for guests that will be mingling and moving about rather than staying seated at a table.

### Buffet Dinner

Commonly used for any type of informal reception, the standard recommended space allowance for this type of event is approximately 8 square feet per person. This allows sufficient space for a buffet line where food will be served, as well as space for tables for guests to sit and eat, with the assumption that not everyone will be seated at once.

### Formal Seating Dinner

Commonly a formal ceremony or reception, the standard recommended space allowance for this type of event is 10 to 12 square feet per person and depends on the type of tables that are used. As round tables are a less efficient use of space, 12 square feet per guest is suggested. If the standard 8' banquet tables are used, their shape allows for a more efficient use of space and 10 square feet per person is an accurate allowance.

### Additional Space Requirements

There are also many other things to consider when calculating space requirements for an event. Dance floors, performance stage, and serving bars or tables, cake and gift tables, or any other types of displays all require their own space. Don't forget to allow sufficient space for anything that you may want or need as part of your event.

<b>Tent Size</b>	<b>Square Footage</b>	<b>Cathedral Seating</b>	<b>Cocktail or Stand Up</b>	<b>Buffet Dinner</b>	<b>Formal Dinner (Banquet tables)</b>	<b>Formal Dinner (Round tables)</b>
20'x20'	400	75 guests	60 guests	50 guests	40 guests	30 guests
20'x30'	600	125 guests	100 guests	75 guests	60 guests	50 guests
20'x40'	800	150 guests	130 guests	100 guests	80 guests	65 guests
40' Hex	1050	175 guests	150 guests	125 guests	100 guests	85 guest
30'x60'	1800	300 guests	250 guests	225 guests	175 guests	150 guests
40'x80'	3200	525 guests	475 guests	400 guests	320 guests	250 guests
40'x100'	4000	650 guests	600 guests	500 guests	400 guests	325 guests