



Worksheet to Estimate Tent Size

Banquet / Reception

Number of Guests seated at 6' or 8' Banquet Tables	X	12 sq. ft. per person	=		sq. ft.
Number of Guest seated at 5' or 6' Round Tables	X	10 sq. ft. per person	=		sq. ft.
Number of Guests standing (no tables)	X	6 sq. ft. per person	=		sq. ft.
Number of Guests stand with a few small cocktail tables	X	8 sq. ft. per person	=		sq. ft.
Number of people at Head Table	X	20 sq. ft per person	=		sq. ft.
Number of buffet tables	X	100 sq. ft. per table	=		sq. ft.
Number of 2' tables(Cake)	X	50 sq. ft. per table	=		sq. ft.
Number of 4' round tables (Cake / desert)	X	75 sq. ft. per table	=		sq. ft.
Number of 6' or 8' tables (gifts/ guest book)	X	100 sq. ft. per table	=		sq. ft.
Number of 6' bars	X	100 sq. ft. per bar	=		sq. ft.
DJ Area	X	100 sq. ft.	=		sq. ft.
Dance Floor – use 70% of total people in attendance	X	3 sq. ft. per person	=		sq. ft.

Ceremony / Meeting

Number of Guests seated theater style	X	6 sq. ft. per person	=		sq. ft.
Platform or ceremony area (depends on requirement)	X		=		sq. ft.
5' Center isle – for wedding ceremony - # of feet of isle	X	5 sq. ft. per foot	=		sq. ft.
3' Isles (sides) - # feet of isles	X	3 sq. ft. per isle	=		sq. ft.

Other Special Requirements

Add in space requirements for things such as couches	X		=		sq. ft.
Popcorn machines, or any other special items you want	X		=		sq. ft.
	X		=		sq. ft.
Total Space Required					sq. ft.