

Plated Meal with Head Table on Side

Floor Plans



The floor plans in this catalog offer a starting point for your event layout. Please choose an applicable floorplan from this list, you may choose to print out, number your tables, and then correspond number of guests at each table. Further, you can identify if additional tables are needed at different locations of the venue.

For reference we have the following table options:

Qty	Size	Description	Common Use
36	60"	Round Tables	Guest Tables
3	48"	Round Tables	Sweetheart, cake, or gift table
2	30"	Round Tables	Card box, memorial
8	8'	Rectangular Tables 30" deep	Buffet, desserts
6	6'	Rectangular Tables 30" deep	Buffet, desserts, foyer table assignments
2	6'	Rectangular Tables 18" deep	Foyer name cards/etc. (gives more width in foyer)

Plated Meal with Head Table on Side

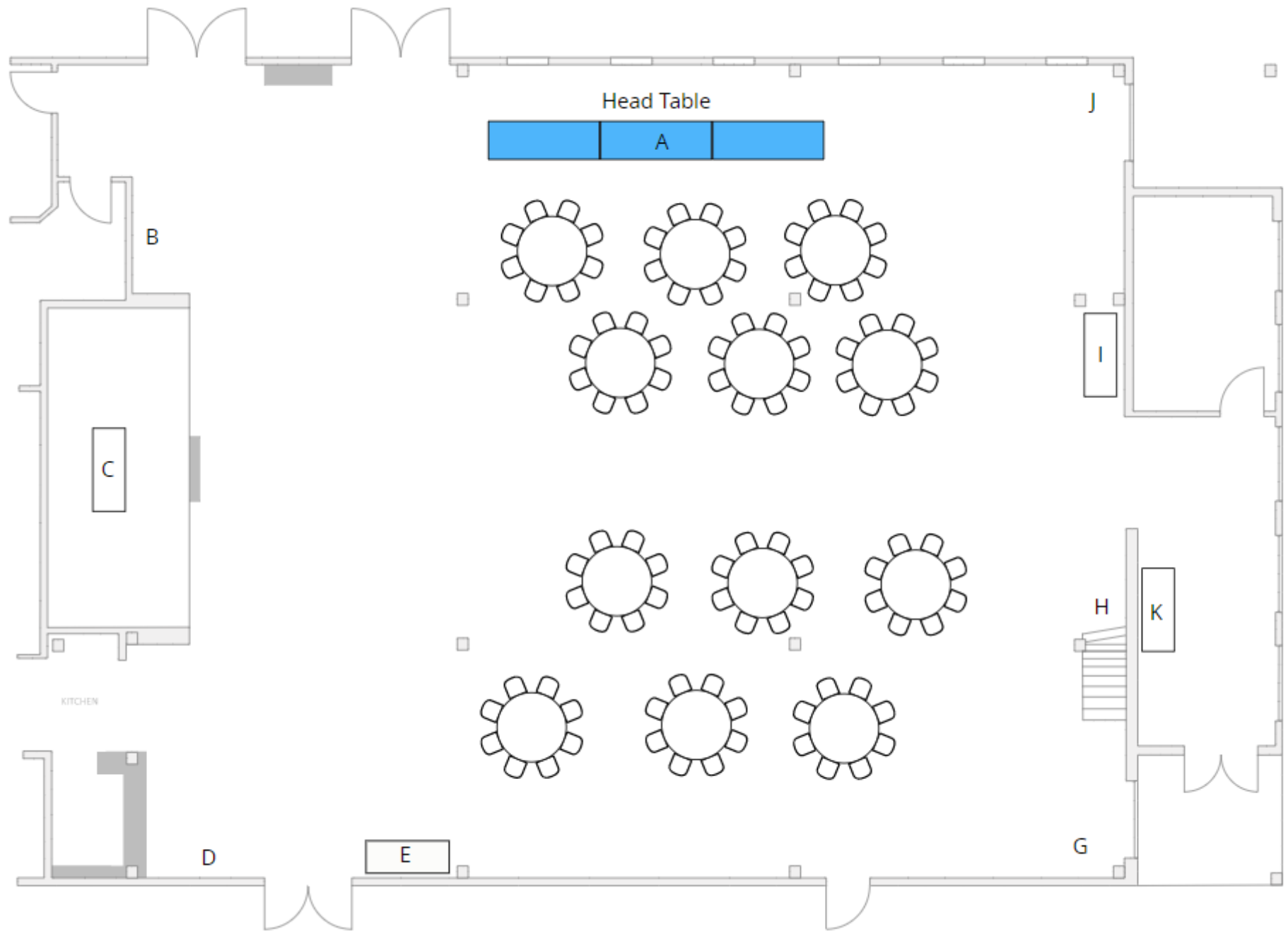
After selecting a floor plan, please complete the form below.

Floorplan # _____

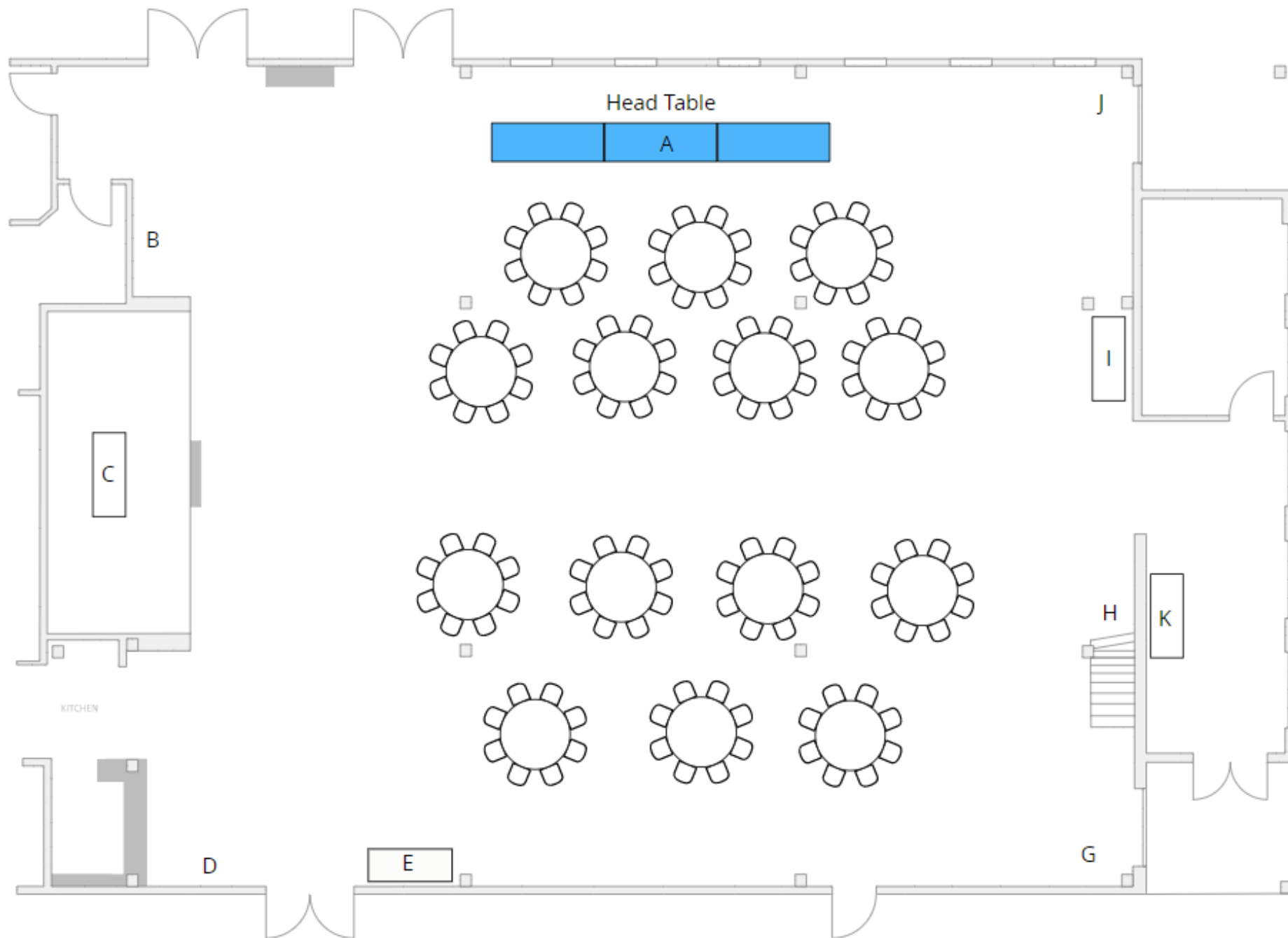
- 1) Number the tables on the floor plan and provide the number of chairs needed at each table.
- 2) Additional table locations:

#	Typical Use	What you need?
A	Head Table <i>Head tables can be 6' or 8' tables (3 people can sit per side at a 6' and 4 people can sit per side on an 8')</i>	
B	Right of stage <i>Often desserts or cakes are located here. If the DJ is not on stage, then normally they are put here. Max of a 6' table.</i>	
C	Stage <i>Often DJ with a 6' rectangle</i>	
D	In front of Bar <i>Rarely used unless you have non-alcoholic drinks you want to put here. Often a 6' x 18" table</i>	
E	Coffee Station <i>This is typically where Catalpa will put the coffee station if purchased from us, using a 6' rectangle</i>	
F	Buffet <i>Specify how many tables are needed – most often three 8' tables are sufficient</i>	
G	Bottom stairs <i>Often desserts or a photo booth are here.</i>	
H	Under stairs <i>Often used as a card/gift table</i>	
I	Under chandelier <i>Often cake or desserts</i>	
J	Front Corner <i>Often desserts or a photo booth are here</i>	
K	Foyer <i>Normally 6' either 30" or 18" depths are here for your table assignments/etc.</i>	
Outside	What tables are needed outside for appetizers/etc.	
Other	Please notate any other table needs with position.	

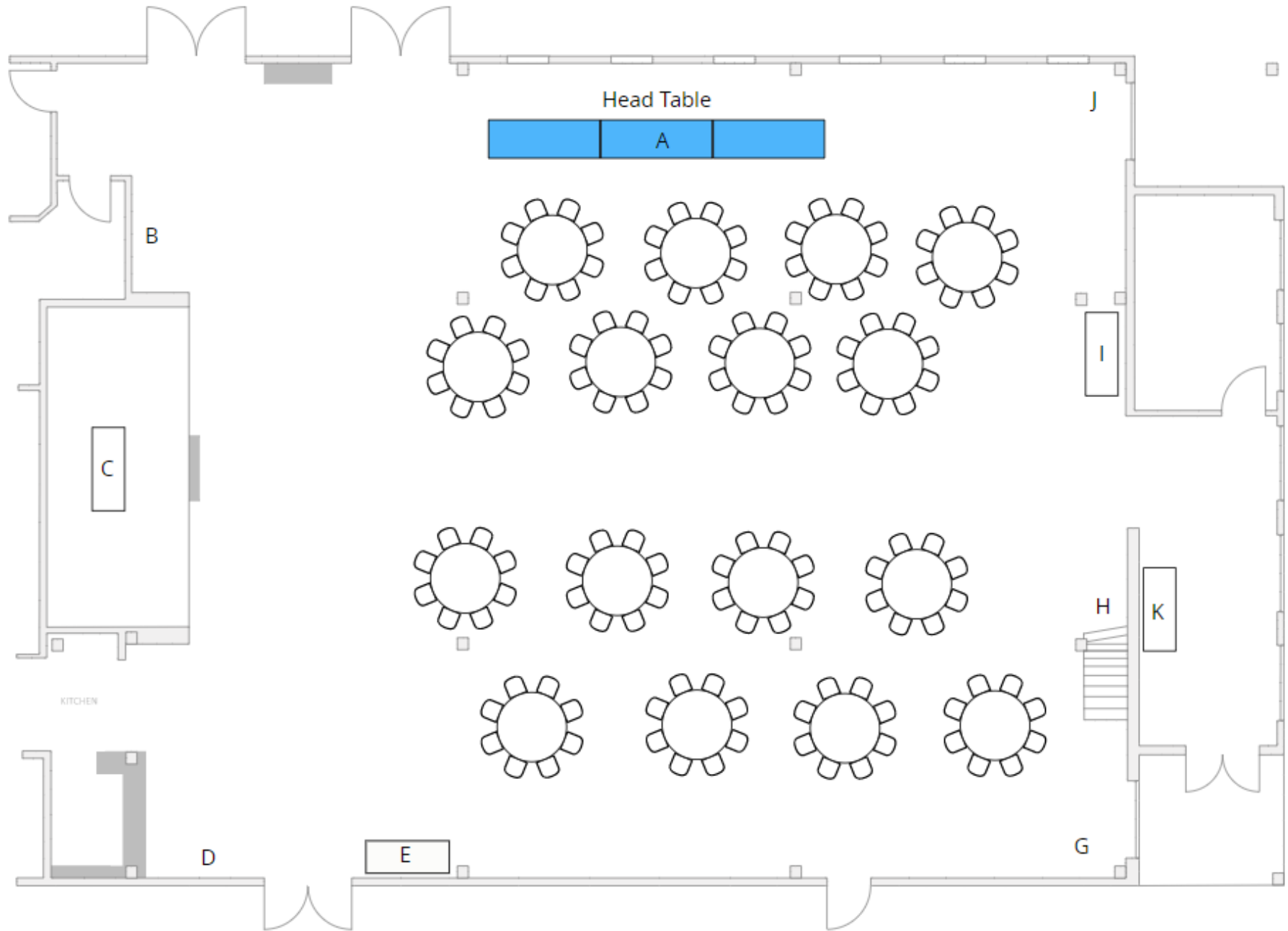
1. Head Table Side – 12 Rounds – max 96 guests



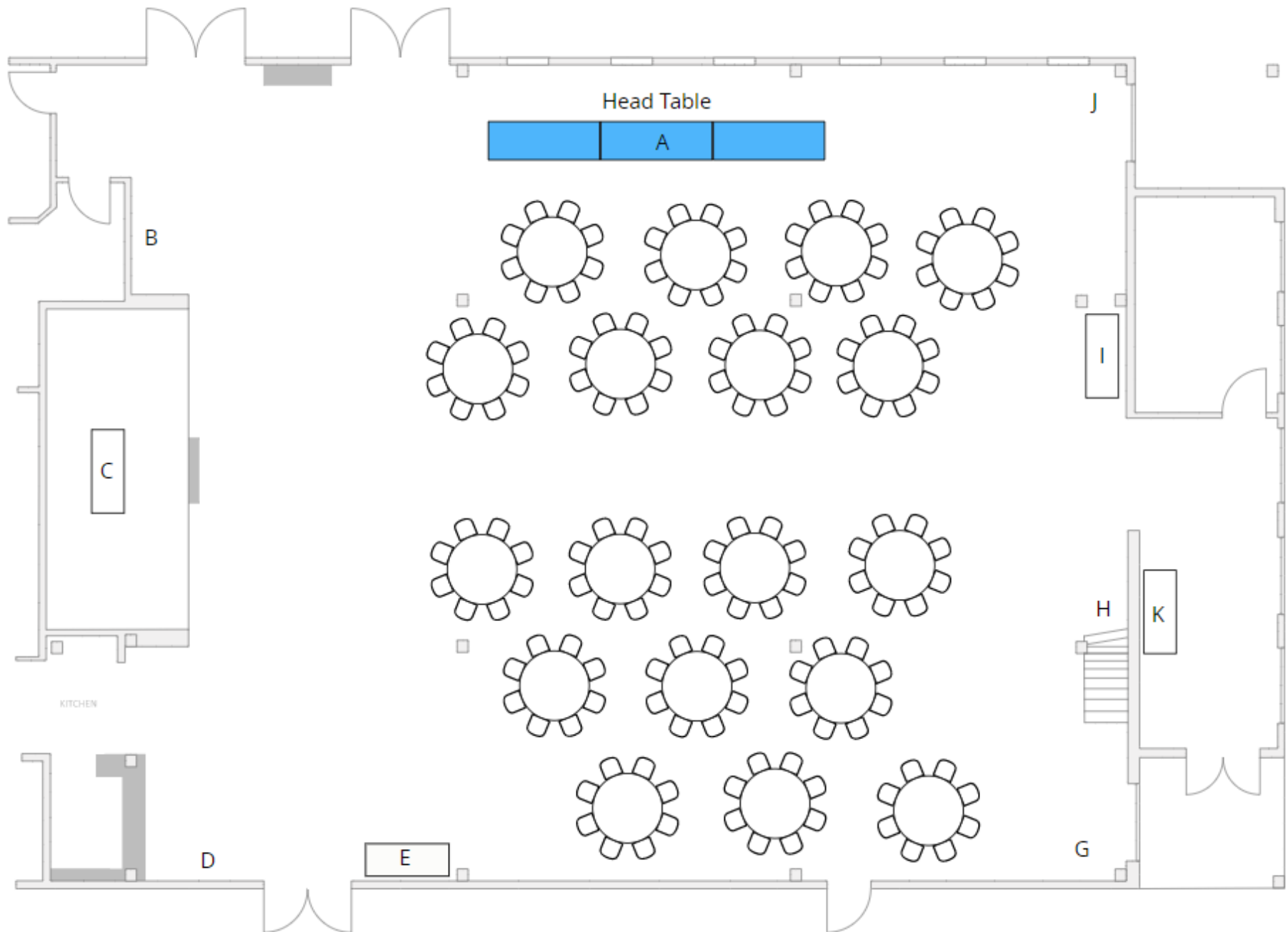
2. Head Table Side – 14 Rounds – max 112 guests



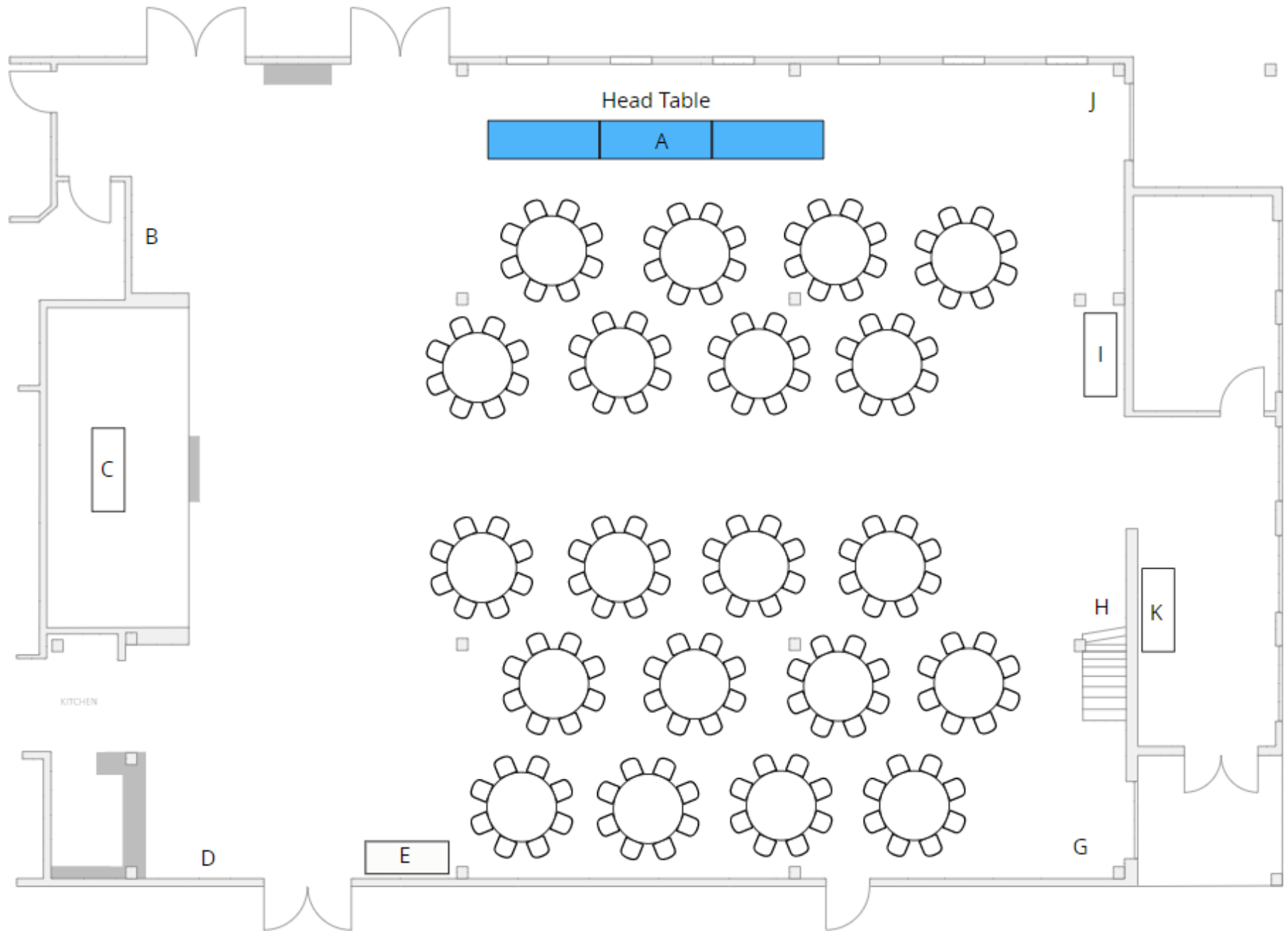
3. Head Table Side – 16 Rounds – max 128 guests



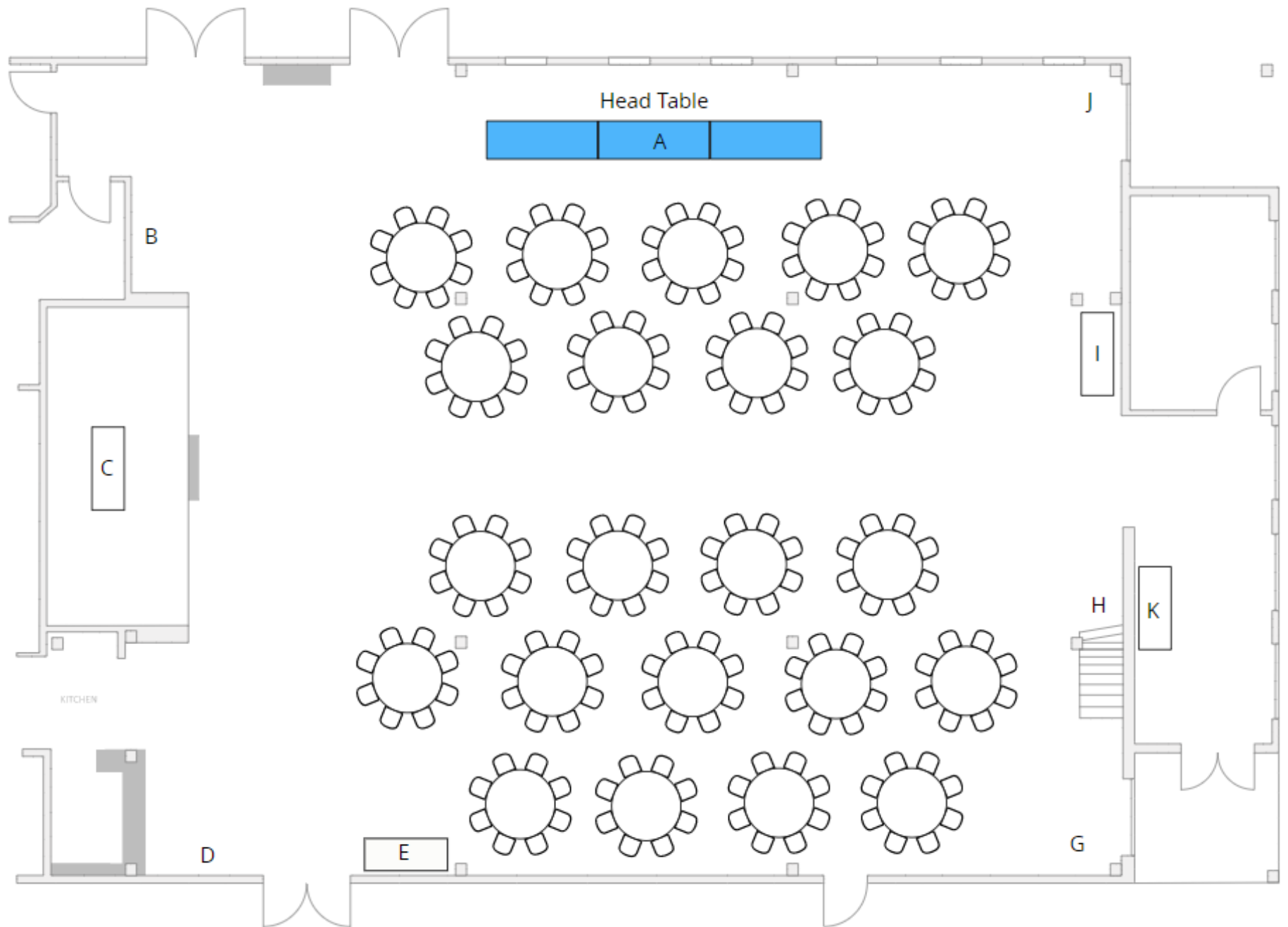
4. Head Table Side – 18 Rounds – max 144 guests



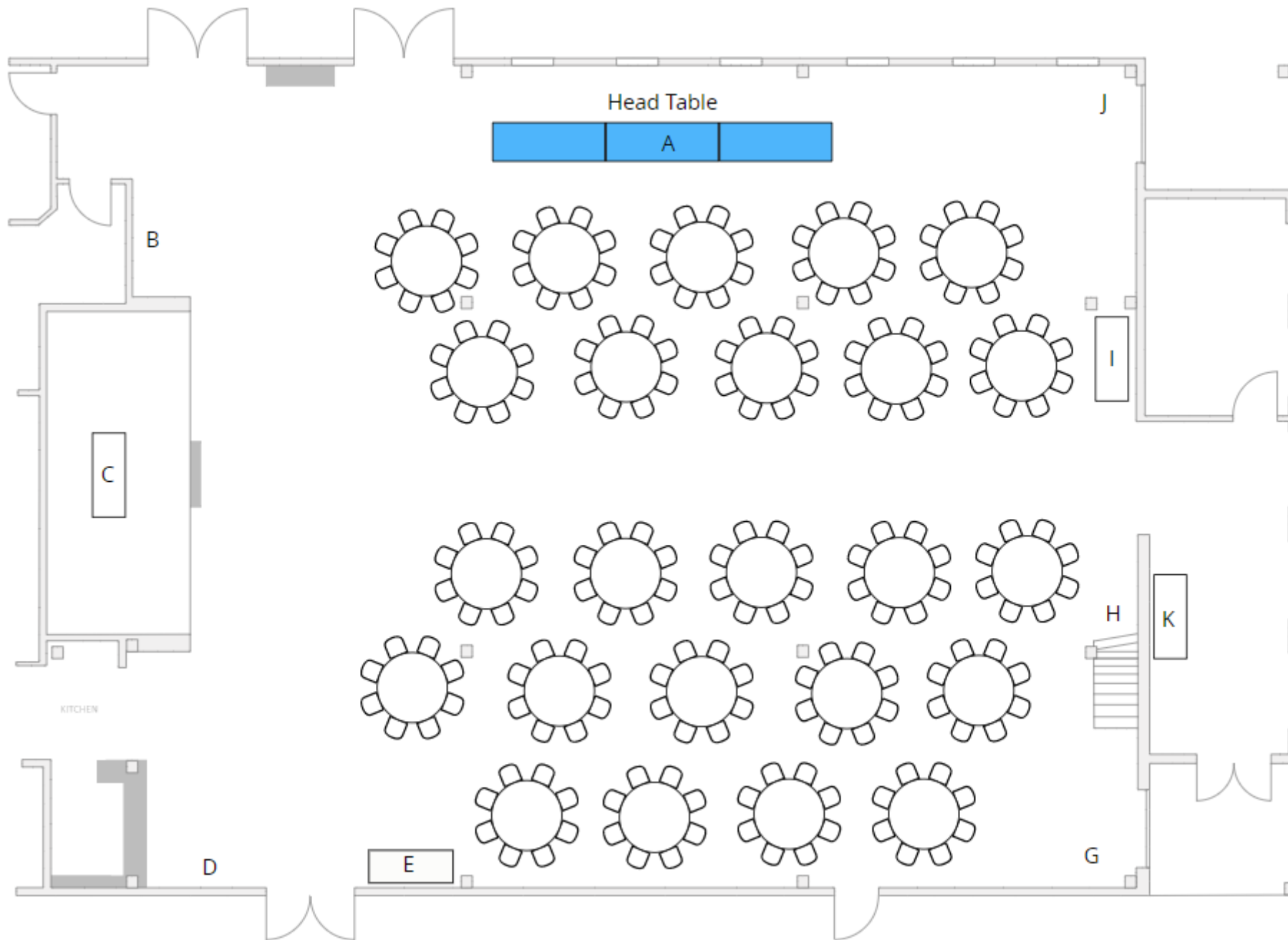
5. Head Table Side – 20 Rounds – max 160 guests



6. Head Table Side – 22 Rounds – max 176 guests



7. Head Table Side – 24 Rounds – max 192 guests



8. Head Table Side – 26 Rounds – max 208 guests (Note limited space at “J”)

