

PARTY PLANNING TIPS

What size dance floor will I need?

Plan to have enough floor space for half of the party at any time and have at least 4 square feet of dance floor per dancing guest.

Example: 200 guests = 100 people dancing at any one time
100 x 4 sq ft per guest = 400 sq feet, or a 20x20 floor

How many glasses will I need?

A good estimate is to have 2 glasses per person the first hour and 1 glass per person each hour thereafter.

Example: 200 guests for a 3 hour reception.
200 x 2 (first hour) + 200 + 200 = 800 glasses

**If you have a catering staff or tended bar, you can assume glasses will be washed and re-used. In that case, assume 2 glasses per guest total.

What types of glasses do I need for the event bar?

Typically the ratio is: 50% Beer, 30% Wine, 20% Soda/Mixed drinks.

**If you are having bottle beer then there is no need for those glasses.

If I am having a buffet dinner how many plates should I order?

Generally you can assume 1/2 the guests will get seconds so multiply the number of guests x 1.5 for the total number of plates needed.

Example: 200 guests, 200 x 1.5 = 300 plates

How much heat will I need for my event space?

Patio heaters provide heat for a 10 sq foot area. Heat blowers are best used in enclosed spaces and can heat up to a 20 x 20 area.

How much propane do I need for the heater?

A 20 lb propane tank can last 6 to 8 hours.