



Progressive Education for
Event Professionals

Wedding & Event Design with Lindsay Landman


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Week 6: Space & Floor Planning

Week 6: Space & Floor Planning Designing Your Space

Function First
Design Your Space to Be Used

- Consider the type of program
 - Meeting
 - Awards
 - Dancing
 - Performance
- Consider the type of food service
 - Cocktail party
 - Buffet or Stations
 - Family style
 - Passed

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Function First
Design Your Space to Be Safe

- Clearance
 - Service doors
 - Fire exits
 - Service passage
- Crowd control and comfort
 - Well-sized room
 - Proper clearance from walls, lights, heat
 - Easy access to service areas

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Create Experience
Go From a "Room" to an "Environment"

- Establish flow
 - Movement and passage from one space or part of a space to the next
 - Ease and inclination of movement
- Reveal design
 - Showcase design elements strategically
- Maximize architecture and elements
 - Natural beauty within the space
 - Capitalize on natural assets

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Week 6: Space & Floor Planning

Common Space Challenges

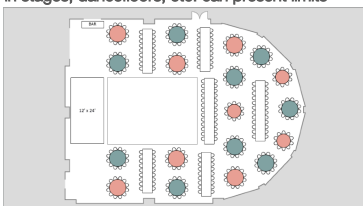
Consider Challenges

Acknowledge Design Boundaries

- Shape and size
 - Uniquely shaped rooms can limit size and shape of tables and other furniture
- Fixtures
 - Built-in stages, dancefloors, etc. can present limits
- Light
 - Location of lights and windows can impact how your design reads

Consider Challenges

- Uniquely shaped rooms can limit size and shape of tables and other furniture
- Built-in stages, dancefloors, etc. can present limits



When a Space is Too Big

DO

- Consider square and rectangular tables
- Cluster tables/elements to maintain intimacy
- Enlarge fixtures like bars and buffets
- Keep fixtures away from the walls
- Plan seating around main focal points and highlight focal points
- Use lighting to create zones/destinations
- Avoid perimeter uplighting



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When a Space is Too Big

DO

- Use gobo patterns to fill in space on floors and walls
- Use pipe and drape, trees/shrubbery and stretch fabric structures to veil unused space
- Build staging to fill in presentation or performance environment



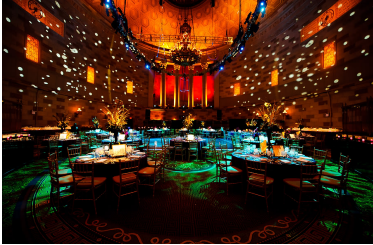
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When a Space is Too Big



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When a Space is Too Big



When a Space is Too Big



When a Space is Too Big



When a Space is Too Big



When a Space is Too Small

DO

- Limit fabrics and upholstery
- Consider more architectural or minimalistic design elements
- Use built-ins
- Add more guests to tables to free up real estate
- Suspend decorative elements
- Pass food and drinks to limit bars/buffets/stations
- Stick to round tables

When a Space is Too Small



When a Space is Too Small



When a Space is Too Small

DON'T

- Pretend the problem doesn't exist!
- Sacrifice comfort or safety for design
- Forget to manage the temperature

Week 6: Space & Floor Planning

Floor Plans

The Power of the {Floor} Plan

KEY

- Red circle: Table w/ black chairs (banquet and 100 black chairs)
- Blue circle: High tops w/ black chairs
- Green circle: Table w/ gold leaf tables
- White circle: Banquet table w/ black chairs

NOTES

- 10 black chairs required
- 10 gold chairs w/ black chairs (100)
- 10 black chairs w/ gold chairs (100)
- 2 round w/ banquet table (black chairs)
- 6: 10 hours high tops w/ black chairs required

STAGE 13' x 13'

25

The Power of the {Floor} Plan

KEY

- Yellow circle: Banquet table
- Red circle: Round table

STAGE 18' x 18'

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Floor Planning Tips and Tricks

Table shapes/sizes

STAGE

DANCE FLOOR

Cocktail seating

Average 4-10 ft per person
Estimate 50% of total guest count will dance at the same time

18" - 24" per person for rectangular tables

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Floor Planning Tips and Tricks

Table Spacing

- 6' from table edge to table edge
- 2' from chair back to chair back
- 2' sq. area for each chair

Clearance

- 6' from service doors and exits
- Consider the direction in which doors open
- Learn local and venue regulations

Bar/buffet placement

- 6' minimum from front and side edges to nearest object
- Consider staffing behind bars and buffets
- Consider direction of lines and how guests will gather





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