

PLANNING TOGETHER

Seating Plan Worksheet

A simple way to organise tables, groups and special requirements.

Use this workbook to build your table plan gradually. Start with family and friendship groups, then balance each table while keeping accessibility, children and dietary needs in mind.

Amber Springs Hotel | Gorey | County Wexford

Before You Begin

■ Confirm your final guest list before assigning seats
■ Choose your preferred top table style
■ Group guests who will feel comfortable together
■ Identify children, highchairs and accessible seating needs
■ Mark all dietary requirements clearly
■ Keep people involved in speeches within easy reach
■ Leave flexibility until final responses are confirmed

Top Table Planner

Seat 1	Seat 2	Seat 3	Seat 4	Seat 5	Seat 6	Seat 7	Seat 8
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Table Allocation

Table	Guest Names	Children	Dietary / Access Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			

10			
11			
12			
13			
14			
15			

Additional Tables

Table	Guest Names	Children	Dietary / Access Notes
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Final Seating Notes

Notes
