**TABLE PLAN TEMPLATE**

Please use this template to list guest names and which table they will be sitting at. Ensure that each guest name is on it’s own line.

I WILL COPY AND PASTE WHATEVER YOU WRITE BELOW. OF COURSE, I WILL HAVE A LOOK THROUGH AND CHECK FOR ERRORS, BUT NAMES ARE UNIQUE AND I WILL NEVER CHANGE A SPELLING INCASE IT IS INTENIONAL. IT IS YOUR RESPONSIBILITY TO HAVE THESE DETAILS CORRECT. ANY ERRORS NOTICED AFTER PRINT WILL BE YOUR OWN RESPONSIBILITY.

**EXAMPLE:**

|  |
| --- |
| Table 1 |
| Serena Van Der Woodsen  Dan Humphrey  Blair Waldorf  Chuck Bass  Jenny Humphrey  Nate Archibald  Lily Humphrey  Rufus Humphrey  Eleanor Waldorf  Cyrus Rose |

Traditional table plan with name at top and list of guests below. Use a new box / column for each table. Use page 2.

Table number or name as you would like it to appear.

List of guest names, as you would like it to appear. New line for each new guest.

For long tables, use page 3 to fill in details of table as below.

Table number or name as you would like it to appear.

|  |  |
| --- | --- |
| Table 1 | |
| Serena Van Der Woodsen  Dan Humphrey  Blair Waldorf  Chuck Bass  Jenny Humphrey  Nate Archibald  Lily Humphrey  Rufus Humphrey  Eleanor Waldorf  Cyrus Rose | Jack Bass  Lola Rhodes  Elizabeth Fisher  Vanessa Abrams  Georgina Sparks  Juliet Sharp  Caster Baizen  Diana Payne  Louis Grimaldi  Ivy Dickens |

Table

List of guest names, as you would like it to appear. New line for each new guest.

Helpful for guests to navigate if this is the correct order of where they are sitting.

**TOP TABLE**

Your top table may be horizontal. If so, please write in a list in order of how they will be sitting, from left to right.

TRADITIONAL TABLE PLAN – add more to the table where you need

|  |  |  |
| --- | --- | --- |
| Top Table | Table Name | Table Name |
| Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name |  |  |
| Table Name | Table Name | Table Name |
|  |  |  |
| Table Name | Table Name | Table Name |
|  |  |  |

LONG TABLES – add more where you need

|  |  |  |  |
| --- | --- | --- | --- |
| Top Table | | Table Name | |
| Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name | Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name  Guest Name |  |  |
| Table Name | | Table Name | |
|  |  |  |  |
| Table Name | | Table Name | |
|  |  |  |  |