

# Gala Affairs



---

## 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  $100 \times 4$  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.  $200 \times 2$  (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,  $200 \times 1.5 = 300$  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.

### **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.

*"Saving you time, money and the worry associated with planning a special event".*