

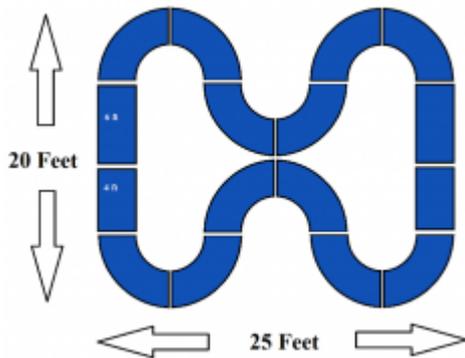
Arrangements of Buffet tables



On this page you will find many examples of how to put together tables for a buffet table. You will find double sided buffet layouts, and single sided. Whether you are hosting a small group, or a wedding for 800 people, you should find a layout for you. Have you designed a layout that you would like on this page? Give us a call, and we just might include it for you.

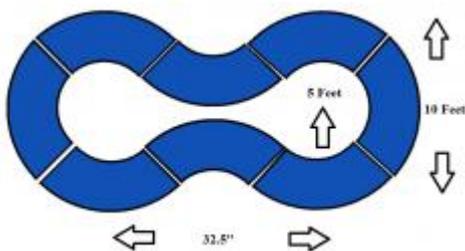
❖ H Shaped Buffet (Center Room)

This H shaped buffet design uses 12 60"ID serpentine tables, 2 6 foot tables, and 2 4 foot tables. The layout is 20 feet wide x 25 feet long. Please leave 30" on each side for a walkway. These are for large receptions



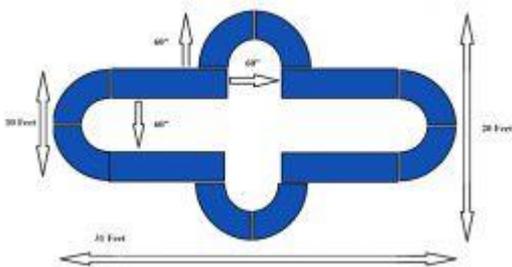
❖ Figure 8 Buffet Setup (Center Room)

Design a figure 8 shaped buffet with 8 60" ID serpentine tables. This design is 32.5 feet x 10 feet. You may place a small table inside the open areas of the figure 8 for decorations etc.



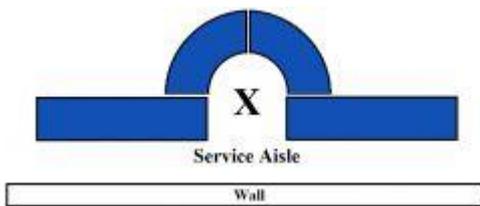
❖ **The Super Center Room Buffet**

The super buffet setup to the right is great for very large weddings, and buffet receptions. It can be used as a double sided buffet, or "round trip". It uses 8 60"ID serpentine tables, and 4 8 foot tables.



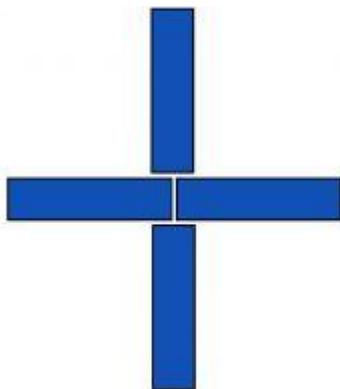
❖ **1 Sided Buffet (by The Wall)**

The buffet illustration to the right can be used parallel to a wall. It uses 2 serpentine tables, and 2 8 foot tables. You can place the buffet 24" from the wall to leave an aisle for food replenishing. The hollow part of the circle can be used as a carving station and the like.



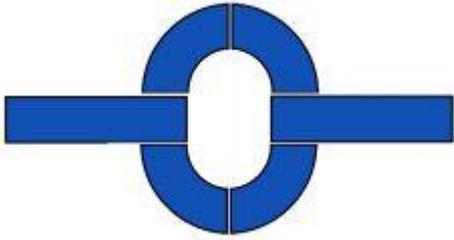
❖ **T Shaped Buffet**

The T shaped buffet is very simple. Its 4 rectangular tables in the shape of a "T". These can be used in the center of the room, and have 4 entry points



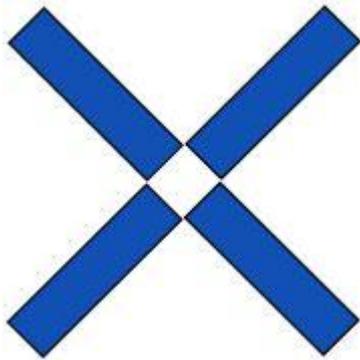
❖ **Double Sided**

This layout uses 4 serpentine tables, and 2 eight foot tables. You can substitute the 4 serpentine tables for 2 half rounds.



❖ **X Shaped Buffet**

The diagram to the right creates an X shaped buffet. You can use any size rectangular table you like as long as they are the same size.



❖ **Simple & Easy**

The straight line buffet to the right will save the most space. It's just 2 rectangular tables.



Setup & Capacity Guidelines

Wondering how many people fit at a banquet table? Or how to setup banquet tables? Use our banquet table & chair setup guidelines.

Table Layout Generator

Table Capacity	
<p>Round</p> <ul style="list-style-type: none"> • 30" Round Seat 2-3 People • 36" Round Seat 4 People • 42" Round Seat 5 People • 48" Round Seat 6 People • 54" Round Seat 7-8 People • 60" Round Seat 8 People • 66" Round Seat 9-10 People • 72" Round Seat 10 People 	<p>Square</p> <ul style="list-style-type: none"> • 24" Square: 2 People • 30" Square: 4 People • 32" Square: 4 People • 36" Square: 4 People • 42" Square: 8 People • 60" Square: 8-12 People (12 is a "little" tight)

- Need more than 10 at a round table?

This is how many will fit comfortably.

Rectangular

- 18 x 60 Seminar Seat 2 (1 Sided)
- 18 x 72 Seminar Seat 3 (1 Sided)
- 18 x 96 Seminar Seat 4 (1 Sided)
- 30 x 48 inch Rectangles Seat 4 People
- 30 x 72 inch Rectangles Seat 6 People
- 30 x 96 inch Rectangles Seat 8 People (Cap the ends to make 10)

Standard Banquet Table Height

Standard table height is 29"-30".

All of our folding tables are 29" or 30" in height, UNLESS otherwise noted.

Standard Banquet Table Width (for rectangular tables)

For banquet dinners and other functions when people will sit on both sides of the table, 30" is the most common table width.

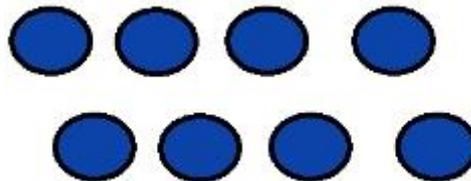
Wood tables are also available special order in 36" width. These are not commonly ordered, because most event planners need to utilize their space efficiently.

Space Efficiency & Table Placement

If aligning 8 foot banquet tables end to end, you may add 1 chair for each "joint" on each side. (See picture to right) This should only be done if space is limited.



In order to maximize the amount of round banquet tables you can fit in a room, place them as illustrated in the picture to the right. Diagonal placement is more space efficient than lateral rows.



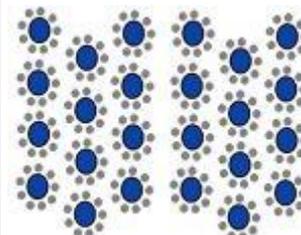
Banquet Setup Diagrams and Illustrations

Classic Banquet Style Placement

Classic banquet style table placement consist of long rows of rectangle banquet tables with seats on both sides. This setup will allow for the most seats in a room. Notice in the picture to the right an extra person is added at the

Banquet Round Style

The picture to the right illustrates banquet style with round tables. Notice the rows are off center in order to maximize seating.



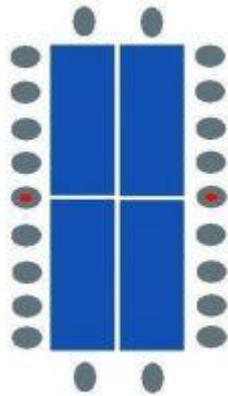
"joint" of each table. The setup allows for a head table to be placed at the front of the room, like shown in the illustration.

Conference Style

Conference style is great for critical thinking discussions. This is the most productive setup when decisions need to be made. You finally have the board of directors all in one place, so develop your action plan in great time. Common setup includes 4 eight foot tables. Conference style is NOT ideal for groups of more than 30 people. For groups of more than 30 and discussion/interaction needs to be made, U shaped is ideal.

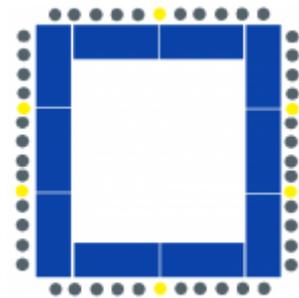
The illustration to the right is setup for 22 people. 4 30x96 tables are used, and it utilizes 1 extra chair at the "joint" of the tables.

Conference Style For 22 People



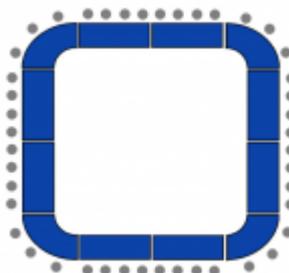
Hollow Square

Hollow square setup is much like conference style, except the inside of the square is hollow. The illustration to the right shows a hollow square setup for 50 people using 10 30x96 tables. Dimensions are 21 ft x 24 foot.



Hollow Square w/ Serpentine Tables

The hollow square diagram to the right utilizes serpentine tables at the corners. The illustration is setup for 44 people. It uses 4 serpentine tables, and 8 30x96 rectangle tables.

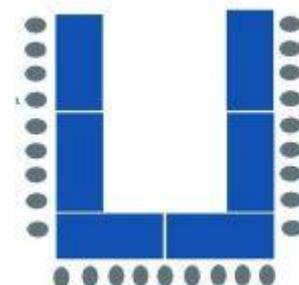


U Shaped Setup

The picture to the right shows a U-Shaped setup for 27 people using 6 30x96 tables.

Dimensions of 27 Person Setup

Side	Bottom	Inner U Width
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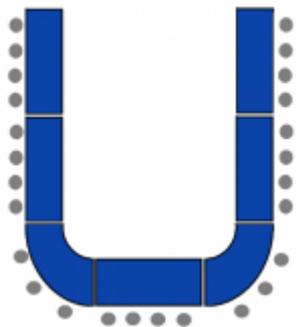
222 inches	96 inches	132 inches
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The U shaped setup works well for presentations where there will be interaction between the guests, and the speaker. The speaker can walk up and down the hollow box inside the "U" interacting with the guests. This style setup can be used for meetings, dinners, or watching films.

When setting up "U" shaped, you may place a video projector etc. at the front of the hollow part of the "U".

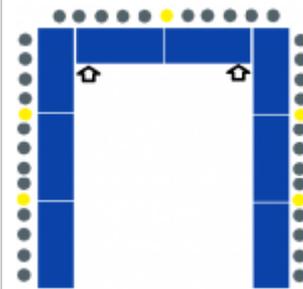
U Shaped Setup w/ Serpentine Tables

The U Shaped diagram to the right utilizes serpentine tables at the corners. The diagram is setup for 26 people. It uses 8 8 foot tables, and 2 serpentine tables.



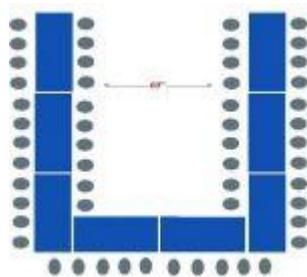
U Shaped w/ Head Table Inside U

You may also place the head table inside the legs of the "U" like shown in the picture to the right. This table placement adds 3 seats to the head table.



U Shaped Plus

The U shaped plus style can be used when space is limited. Chairs are placed in the "hollow" part of the U. This takes away some of the advantages of the hollow part of the U. **IMPORTANT!** In order to setup like this, you need to have either the head table inside the "U" or more than 2 8 foot



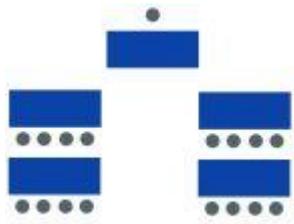
Theatre Style Setup

Theatre style banquet setup is the most space saving design. If your event is a speech or lecture, this is the setup for you. You may administer this setup for watching films, or performances. Banquet chairs are faced towards the head table in front of the room.

tables for the head table. Otherwise there will not be enough room for the chairs inside the "U".

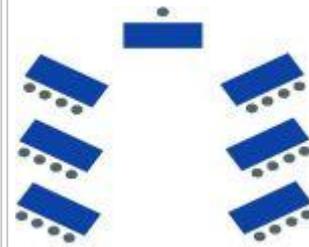
Classroom Style Setup

The classroom style setup is great for orientations or any other presentation when the guest will need to be writing/eating while observing. Our seminar tables are most suitable for saving space with this setup. Seminar tables have a smaller width than standard banquet tables.



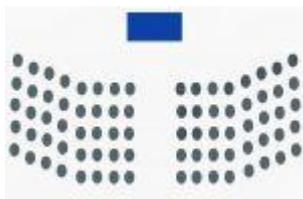
V Shaped Setup

V shaped setup is much like classroom style, except for the tables are tilted toward the speaker.



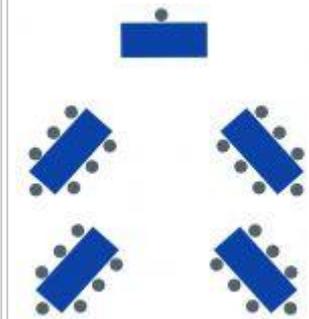
Auditorium Style Setup

Auditorium style setup is very similar to theatre style. The chairs in the outer area are angled toward the speaker more so than the inner.



Herringbone "Fishbone" Style Setup

Herringbone style setup is for dinners that will involve a speaker. The alignment of the tables allows for most guests to be comfortable while facing the speaker. The tables are turned at an angle toward the head/speaker's table. Chairs are placed on both sides of the tables. If using your standard 8 foot banquet tables, it is recommended to place 3 chairs on each side due to some guest wanting to turn their chair a little more. Placing 4 chairs on each side is perfectly fine if need be.



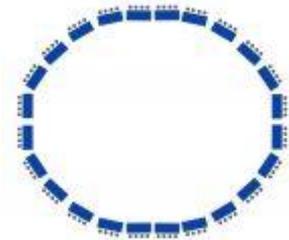
Semi Circle

Circle Style

Semi circle setup is great for meeting when interaction is needed with the speaker. The setup to the right is an illustration of semi circle setup using 8 foot rectangle tables. The tables have seats only on 1 side. There is a head table, or podium at the front of the open part of the circle. The illustration is a semi circle diagram for 48 people, and uses 12 8 foot tables.



Circle style is much like semi circle except the circle is completely closed off. The illustration to the right is for 96 people, and utilizes 24 8 foot tables.



Banquet Buffet setup:

The hotel offers different kinds of buffets. Each hotel/outlet category has a number of buffet set-ups to choose from according to the budget and selection of dishes.

Buffets must be rigorously set up according to the pre-established layouts. Any buffet set-up must fulfill the following requirements :

- Efficient for both guest service and replenishment.
- Layout and decoration attractive for the customer.
- Adequate lighting, with colors if required.
- Sufficient power points for connecting all the required electrical appliances.
- Sufficient quantity of alternative heating fuel, e.g., gas, and adequate corresponding safety features.
- The buffet service shall be similar to that applied in the restaurant procedure.
- The buffet shall be ready 15 minutes before the starting time indicated on the BEO.

Maintain Buffets:-

Keep hot items hot:

- If there is less than one quarter of an inch of water in the liners of hot chafing dishes, use a pitcher of water to refill the liners.
- If the chafing dishes are heated by canned, gel type fuel then make sure the cans stay lit, and replace them when they become empty.

- Replace lid on serving dishes when guests are not in the buffet line.

Keep cold items cold:

- Use pitchers to add ice to the buffet as needed to keep the containers holding cold items surrounded by ice.
- Remove ice that gets into the food containers and replace any items that become waterlogged.

Refill Food and water:

- When a container is less than one-quarter full get a full container from the kitchen.
- Remove the old container and replace it with the full one. Do not combine food from the old and new containers.
- Bring the old container the kitchen and give it to the appropriate person.
- Place enough drinking water glasses filled at all time.

Maintain service ware:

- Restock dishes when there are fewer than ten dishes in a stack. Never let a stack get below five dishes.
- Make sure each container has an appropriate serving utensil.
- Return serving utensils to the correct containers.
- Replace utensils that fall on the floor with clean utensils from the kitchen.
- Use a damp, food-safe cleaning cloth to wipe spills on the buffet table.