

CRAFTED COMFORT CATERING

The Complete Event Planning Guide

The Event Planner's Bible - in your hands.

Plan smarter. Stress less.

Tables, seating, linens, place settings, tents, floor plans, buffets, food quantities, beverages, rentals, outdoor events, timelines, vendor coordination, worksheets, and the little things people usually remember twelve minutes before guests arrive.

Eat well, wherever you gather.

hello@craftedcomfortcatering.com | craftedcomfortcatering.com

How to Use This Guide

Use the whole thing, or jump to the section you need. Write on it, print it, save it to your phone, and bring it to vendor meetings.

This guide is designed for real-world event planning. It gives you practical ranges and checklists, but every venue, rental company, caterer, and event is different. Confirm exact measurements, capacities, rental inventory, accessibility, and safety requirements with the professionals providing those services.

Your Event Snapshot

Event / Occasion:	_____
Event Date:	_____
Venue / Location:	_____
Estimated Guests:	_____
Final Guest Count:	_____
Working Budget:	_____
Primary Contact:	_____
Phone / Email:	_____

Start With the Big Decisions

- | | |
|---|--|
| ■ Confirm event date | ■ Book / confirm venue |
| ■ Set working budget | ■ Build preliminary guest list |
| ■ Confirm venue capacity | ■ Choose indoor, outdoor, or both |
| ■ Choose seated or cocktail-style | ■ Choose buffet, plated, family-style, or stations |
| ■ Decide whether ceremony is on-site | ■ Plan cocktail hour if applicable |
| ■ Decide whether a dance floor is needed | ■ Book DJ, band, or entertainment |
| ■ Arrange separate bar provider if needed | ■ Confirm accessibility needs |
| ■ Create parking plan | ■ Create weather plan |

Tables + Seating

Capacity and comfort are not always the same thing. These are practical planning ranges for common banquet tables.

Table	Typical Seating	Best For
36" Round	4	Small dining, cake, sweetheart
48" Round	6-8	Smaller guest groups
60" Round	8-10	Most common banquet / wedding seating
72" Round	10-12	Large guest tables
6' x 30" Rectangle	6-8	Dining, buffet, displays
8' x 30" Rectangle	8-10	Dining, head tables, buffet
30" Cocktail / Highboy	2-4 standing	Cocktail hour and mingling

Planner Says:

For a 60-inch round, eight guests gives you more breathing room for chargers, glassware, favors, menus, and centerpieces. Ten can work when maximizing seating is more important.

Quick Guest-Table Worksheet

Guest Count	Guests Per Table	Tables Needed
50	8	7
75	8	10
100	8	13
125	8	16
150	8	19
200	8	25

Your Calculation

Guests: _____

Guests per table: _____

Guest tables needed: _____

Do not forget the non-guest tables: buffet, cake, desserts, gifts/cards, DJ, bar provider, catering, registration, memorial display, favors, vendors, or sweetheart/head table.

The Linen Bible

Linen size is determined by table dimensions plus the amount of fabric hanging over the edge - the drop.

Round Table Linen Guide

Table	90" Round	108" Round	120" Round	132" Round
48" Round	~21" drop	Floor length	Too large	Too large
60" Round	~15" drop	~24" drop	Floor length	Too large
72" Round	~9" drop	~18" drop	~24" drop	Floor length

Rectangle Banquet Linen Guide

Standard 30"-High Table	Common Standard / Lap Linen	Formal Floor-Length Linen
4' x 30"	60" x 102"	Often specialty-sized; confirm inventory
6' x 30"	60" x 102" or 60" x 120"	90" x 132"
8' x 30"	60" x 126"	90" x 156"

Before You Order:

Always confirm the actual table dimensions. "Six-foot table" tells you the length, but linen fit also depends on table width and height. Standard banquet tables are commonly 30 inches high, but specialty tables can differ.

Linen Order Worksheet

Table Type / Size	Quantity	Linen Size	Color / Notes

Place Settings + Napkins

The easiest etiquette rule: use utensils from the outside in. Forks generally live on the left; knives and spoons on the right.

Classic Place-Setting Cheat Sheet

Item	Placement
Dinner plate / charger	Centered at the seat
Dinner fork	Left of plate
Salad fork	Outside the dinner fork when used first
Dinner knife	Right of plate, blade facing inward
Spoon	Right of knife when needed
Water glass	Above the knife / upper right
Bread plate	Upper left
Dessert fork / spoon	Above plate or brought with dessert
Napkin	On plate / charger or to the left of forks

Memory Trick:

Bread is on your left. Drinks are on your right. Only set utensils you actually need for the menu. Formal does not mean putting every utensil you own on the table.

Four Napkin Folds Are Plenty

Fold	Best Use
Classic Rectangle	Simple, modern, easy to repeat
Pocket Fold	Menus, place cards, or flatware
Relaxed Knot	Modern, garden, less-formal events
Draped Fold	Soft editorial look across plate or charger

Tabletop Worksheet

- Chargers
- Salad / dessert plates
- Water glasses
- Napkins
- Menus
- Dinner plates
- Flatware
- Specialty glassware
- Bread plates
- Place cards

- Table numbers
- Candles

- Favors
- Centerpieces

Tent + Outdoor Event Planning

Do not size a tent by guest count alone. The tent may also need aisles, buffet, bar, DJ or band, dance floor, cake, service areas, and room to move.

Element	Rough Planning Space
48" round with 6-8 seats	Approx. 80 sq. ft.
60" round with 10 seats	Approx. 100 sq. ft.
72" round with 12 seats	Approx. 120 sq. ft.
6' banquet with 8 seats	Approx. 80 sq. ft.
8' banquet with 10 seats	Approx. 90 sq. ft.
Buffet area	Approx. 100 sq. ft.
Bar area	Approx. 100 sq. ft.
DJ area	Approx. 100 sq. ft.
Dance floor	Approx. 2-4 sq. ft. per guest depending on use

A Tent Is Not Automatically a Weather Plan:

Ask about sidewalls, staking or weights, flooring, drainage, wind limits, heaters, fans, lighting, power, emergency procedures, and what happens if weather becomes unsafe.

Outdoor Event Checklist

- Rain plan
- Heat plan
- Tent
- Tent anchoring / weights
- Lighting
- Fans
- Food-safe hot holding
- Bug control
- Restrooms
- Parking
- Emergency shelter
- Weather decision deadline
- Wind plan
- Cold-weather plan
- Sidewalls
- Flooring
- Generator / power
- Heaters
- Food-safe cold holding
- Trash
- Handwashing access
- Accessible pathways
- Vendor load-in route
- Person making the weather call

Event Layout + Buffet Flow

Design for movement, not just pretty pictures. Guests, servers, vendors, and equipment all need clear paths.

Guest Traffic

- Keep primary aisles clear
- Leave comfortable access to exits
- Consider mobility devices and accessibility
- Avoid chair-to-chair bottlenecks
- Keep beverage stations away from buffet congestion
- Give high-traffic tables extra breathing room

Vendor Traffic

- Clear path from catering to guests
- Confirm DJ / band power access
- Plan rental-delivery entrance
- Do not route staff through dance floor
- Keep catering staging out of guest traffic
- Plan trash-removal route

Planner Says:

Do not seat guests directly against the DJ speakers unless you are trying to make Aunt Linda communicate exclusively through aggressive eye contact for four hours.

A Better Buffet Flow

Step	What Goes There
1	Plates at the beginning
2	Salads and lighter items
3	Entrees and sides
4	Sauces and condiments near their food
5	Flatware at the end or preset at tables
6	Beverages usually somewhere else

For larger events, consider a double-sided buffet or multiple identical buffet points when guest count and venue layout justify it. Separate dessert and beverage service can prevent guests from stopping the dinner line for coffee, ice, or cake.

Food Quantities + Beverages

These are general planning ranges, not Crafted Comfort production quantities. Menu, guest demographics, service style, event length, and number of selections matter.

Food	General Planning Range	Think About
Passed appetizers before dinner	About 3-6 pieces per guest	Cocktail-hour length and number of selections
Appetizers replacing a meal	Substantially more	Event length, time of day, substantial vs. light bites
Cooked protein	Often 4-6 oz. per guest	Bone-in vs. boneless, multiple proteins, buffet vs. plated
Side dishes	Often 3-4 oz. each per guest	Number of sides and menu richness
Salad	One appropriate serving per guest	Side salad vs. entree salad
Bread	About 1-2 pieces per guest	Meal type and additional starches
Dessert	About 1 serving per guest	Multiple dessert options may change quantities

Buffets Need Planning, Not Panic-Padding:

More menu choices can increase consumption because guests sample multiple things. Your caterer should calculate actual production quantities from the complete menu, not simply multiply every dish by the entire guest count.

Beverage Planning

- Water
- Unsweet tea
- Soft drinks
- Juice
- Cups / glassware
- Ice scoops
- Beverage dispensers
- Trash / recycling
- Sweet tea
- Lemonade
- Coffee
- Mocktails
- Ice
- Coolers
- Coffee urns

Alcohol: Crafted Comfort does not provide bar, bartending, or alcohol service. Contract separately with an appropriate bar provider.

The Master Rental Checklist

Before signing a rental order, confirm delivery, pickup, setup, breakdown, damage terms, cleaning requirements, and whether the venue requires everything removed that night.

- Guest tables
- Sweetheart / head table
- Cake / dessert tables
- DJ / vendor tables
- Ceremony chairs
- Tablecloths
- Runners
- Dinner plates
- Dessert plates
- Knives
- Water glasses
- Coffee cups
- Serving utensils
- Beverage dispensers
- Candles
- Signs
- Tent
- Flooring
- Generator / power
- Portable restrooms if needed
- Cocktail tables
- Buffet tables
- Gift / card table
- Guest chairs
- Extra chairs
- Napkins
- Chargers
- Salad plates
- Forks
- Spoons
- Specialty glassware
- Serving platters
- Chafers
- Centerpieces
- Table numbers
- Easels
- Sidewalls
- Lighting
- Heaters / fans

Rental Order Worksheet

Item	Qty.	Provider	Delivery / Pickup	Notes

Planning Timeline

A practical countdown. Your event may move faster or slower depending on venue, season, guest count, and complexity.

6-12 Months Out

- Choose date and venue
- Build preliminary guest list
- Begin catering conversations
- Set working budget
- Book major vendors
- Identify rental needs

3-6 Months Out

- Finalize menu direction
- Choose service style
- Begin floor plan
- Reserve rentals
- Plan decor
- Coordinate entertainment

1-3 Months Out

- Refine guest count
- Confirm linens and tabletop
- Review vendor logistics
- Finalize floor plan
- Build event timeline
- Confirm rain plan

30 Days Out

- Chase outstanding RSVPs
- Confirm rentals
- Finalize seating plan
- Review vendor contracts
- Confirm access times
- Review event-day responsibilities

14 Days Out

- Final guest count to Crafted Comfort
- Confirm seating count
- Review final timeline
- Finalize catering details
- Confirm dietary needs

Final Week

- Confirm vendor contacts
- Confirm deliveries
- Assign end-of-night responsibilities
- Check weather
- Pack emergency supplies
- Stop redesigning the entire event at 2 a.m.

Vendor Coordination

Create one master contact sheet and one master timeline. Your vendors should not all be working from six different versions of reality.

Vendor / Company	Contact	Phone / Email	Arrival	Notes
Venue				
Caterer				
Planner / Coordinator				
Rentals				
DJ / Band				
Photographer				
Florist / Decor				
Cake / Dessert				
Bar Provider				

Vendor Logistics Checklist

- Primary contacts
- Emails
- Setup start times
- Breakdown times
- Loading entrance
- Power requirements
- Who signs for deliveries
- Emergency contact
- Cell phone numbers
- Arrival times
- Service / start times
- Pickup times
- Parking instructions
- Space requirements
- Event-day decision maker

The Oh-Crap List + Event Closeout

The glamorous little collection of things nobody remembers until approximately twelve minutes before guests arrive.

- Ice
- Power strips
- Trash liners
- Scissors
- Zip ties
- To-go containers
- Ice scoop
- Table numbers
- Vendor meals
- Phone chargers
- First-aid kit
- Final timeline copies
- Parking plan
- Extension cords
- Trash cans
- Lighters
- Tape
- Cake knife and server
- Serving utensils
- Easels
- Place cards
- Vendor water
- Emergency kit
- Venue keys
- Rain plan
- Restroom plan

Before Everybody Goes Home

- Assign who takes gifts home
- Assign who takes personal items home
- Assign who organizes rentals
- Assign who handles trash
- Confirm final vendor departure
- Assign who takes decor home
- Assign who handles leftovers
- Assign who returns rentals
- Assign who completes venue checkout
- Confirm building / venue lock-up responsibility

The Last Person at the Venue Needs a Job Description Too:

Decide before the event who is responsible for leftovers, gifts, decor, personal items, rental returns, trash, and final venue checkout.

Put the information everybody keeps asking you for on one page.

Key Event-Day Notes

Floor Plan + Layout Notes

Sketch the room, table locations, buffet, DJ, dance floor, cake, gifts, entrances, exits, and vendor paths.

Layout Notes

When You'd Rather Hand Us the Clipboard

Crafted Comfort planning and coordination services are available a la carte. Starting prices are preliminary and final scope depends on the event.

Service	Starting Price	What It Helps With
Event Consultation	\$150	Focused help with layout, timeline, rentals, menu direction, or logistics
Day-of Coordination	\$750	Event-day leadership, vendors, timeline, setup oversight, moving pieces
Month-of Coordination	\$1,250	Final vendor details, timeline, logistics, handoffs, event-day management
Partial Planning	\$1,750	Finish the plan, coordinate vendors / rentals / layout, support execution
Full-Service Planning	\$2,500	Concept through event day, planning meetings, vendors, rentals, timelines, logistics
Rental Coordination	\$250	Rental needs, quantities, timing, provider communication
Rental Pickup + Return	\$150 + travel	Pickup / return when order size, location, vehicle, and timing allow
Event Setup	Custom quote	Tablescape, linens, place settings, signage, decor, buffet preparation
Breakdown + Closeout	Custom quote	Packing, rental organization, breakdown, venue closeout

A Note About Day-of Coordination:

Successful day-of coordination starts before the actual event day. We need enough advance information to understand your vendors, timeline, floor plan, venue rules, and event priorities before we are expected to run the room.

Need help with your event?

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Crafted Comfort Catering - Tulsa, Oklahoma
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