

SEATING YOUR GUESTS

PLANNING FOR SEATING HAPPENS IN THE FINAL MONTHS, ONCE R.S.V.P.'S HAVE COME BACK. YOU WILL NEED A FINAL NUMBER TO FIGURE COUNTS. ESPECIALLY IF YOU ARE ASSIGNING TABLES.

FINDING YOUR CEREMONY COUNT



THE CEREMONY COUNT.

When you figure your ceremony count you will take your total guest count (always include yourselves in the count) and subtract the number of people who will be standing with you during the ceremony. Then the amount you have left is the amount who will need chairs.

THE HEART SONG.

Heart Song is located up on the hilltop. Where you will find sweeping views and pastures in your backdrop. The number of rows you have will be based on your RSVP count. There will also be a table for your DJ. We will set the chairs and rows out for you.

**Please note our chairs are white garden chairs. The chairs in this image are rented from Front Range Event Rentals.*

THE RIVER BEND.

Along the banks of the Big Thompson River, we have the River Bend. The number of rows will be based on your RSVP count. There will also be a table for your DJ. We will set the chairs and rows out for you.

FINDING YOUR RECEPTION COUNT

Receptions are held in the Heritage. To find the number of tables you will need you will follow this simple process.

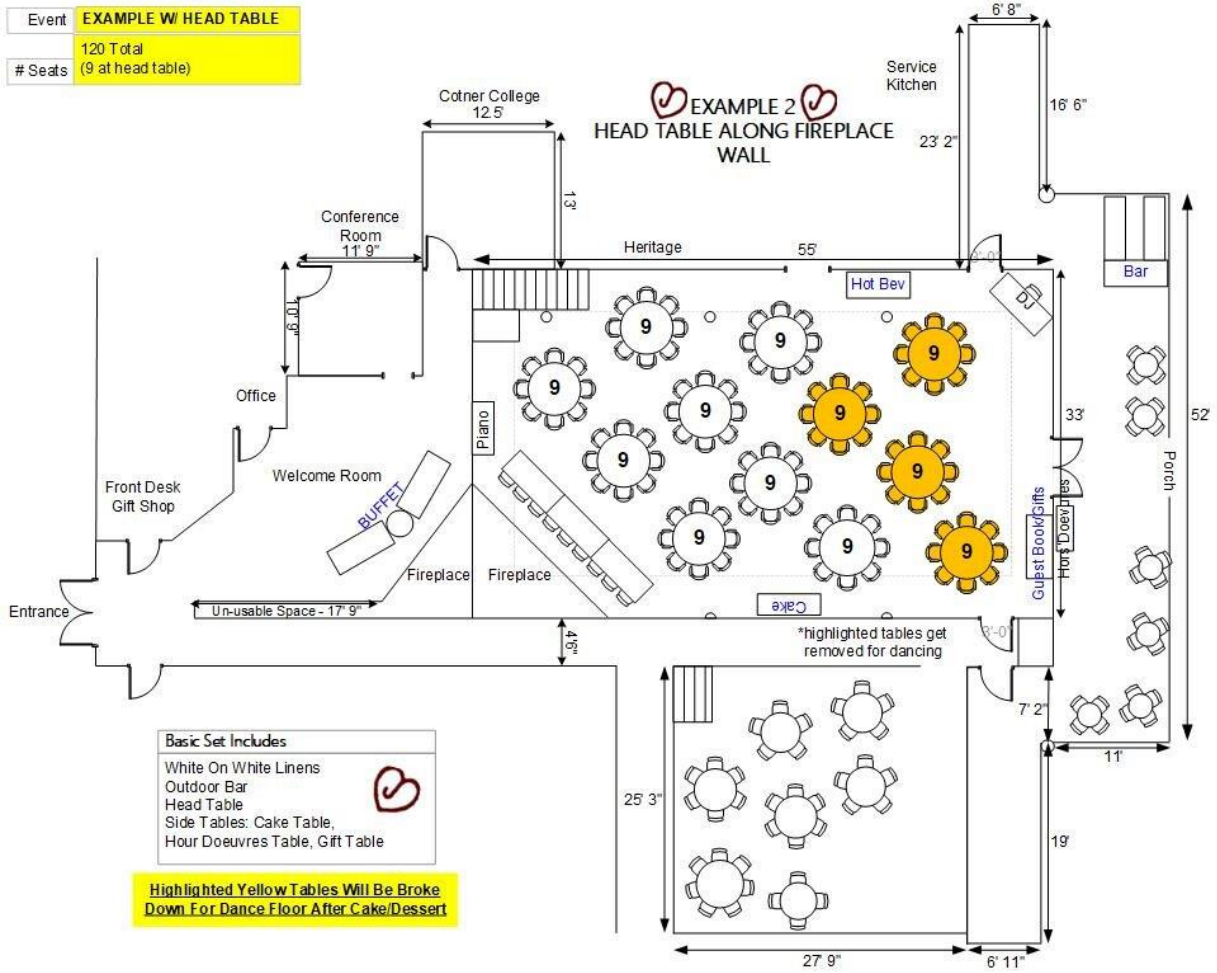
- Find your TOTAL guest count. This includes everybody, including you and your partner. This is the final guest count and is the number you will work from.
- Decide who will be sitting at the head table or sweetheart table.
- Let your coordinator know how many people will be at the head table.
- Let your coordinator know how many people will be seated in general floor seating.



EXAMPLES OF SEATING LAYOUTS FOR RECEPTIONS

5 Ft. Round Tables - Seats up to 8 comfortably.
 6 Ft. Banquet Tables - Seats up to 3 on each side.

Head Table Setting Along Fire Place Wall Setting



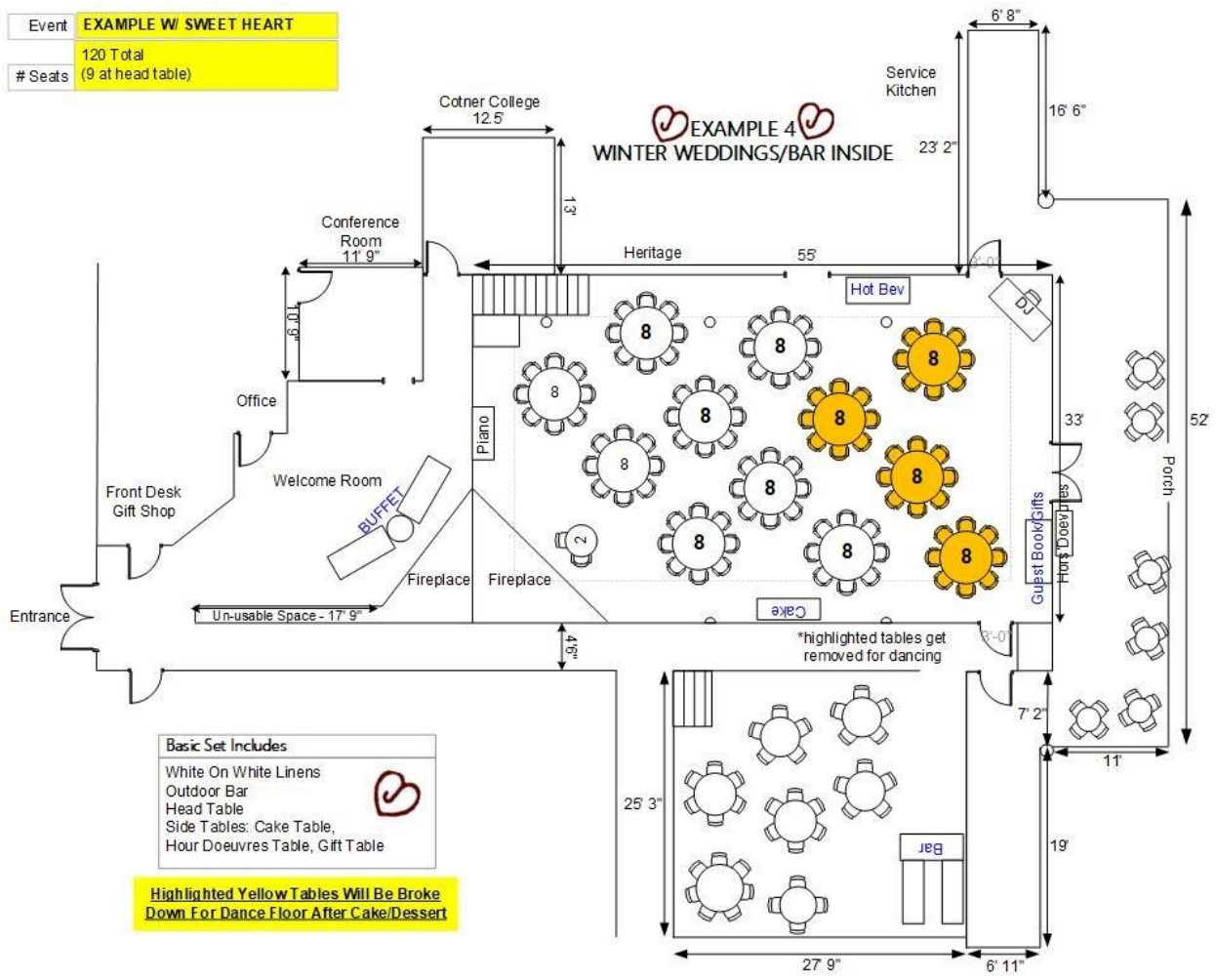
Basic Set Includes

- White On White Linens
- Outdoor Bar
- Head Table
- Side Tables: Cake Table, Hour D'oeuvres Table, Gift Table

Highlighted Yellow Tables Will Be Broke Down For Dance Floor After Cake/Dessert

Sweet Heart Table Setting Along Fire Place Wall

Event	EXAMPLE W/ SWEET HEART
# Seats	120 Total (9 at head table)



OTHER ITEMS TO CONSIDER WHEN IT COMES TO THE SEATING OR RECEPTION SPACE

- Other tables you may want to decorate would be the cocktail tables. We have 6 cocktail tables on the back deck where the bar is located.
- The bar and cocktail hour are only on the back deck from mid-April through October. During the colder winter months, the bar is inside the Round Up Room to keep everyone comfortable.

SEATING CHARTS & OPEN SEATING

- It can be much easier to assign tables, not seats. You would number each table and assign them to your guests. Then create a chart saying what number they will be at.
- You can also reserve the first few tables for family and friends, then have open seating.

HOW MANY TABLES WILL WE NEED TO DECORATE?

You will need to decorate your head table, your guests' tables, the cake table, and the gift table.