

Planning Guide

Handy  **special**
events



WELCOME TO HANDY SPECIAL EVENT RENTALS

Handy Special Event Rentals is your full-service event rental company for events of any size. We offer the most extensive product collection in all of Saskatchewan, which allows you to design your own uniquely styled event. We also have over 30 years of experience and know what makes a party successful from the inside out, and we've converted that into a planning process that makes everything come together with ease. You can rely on us to provide the products and services that will make your event outstanding in every way.

Whether you plan events every day or once in a lifetime, we hope that you find this planning guide useful. It contains information and advice you need to organize and execute a successful event.

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REFERENCE GUIDES

This section provides suggestions on the selection and use of various elements to consider when planning your event. For further assistance, please contact us. One of our experienced event rental consultants will be happy to guide you.

Seating

For any type of party, it is crucial to consider the appropriate amount of space needed to accommodate the number of guests you plan to host. A cocktail party will certainly have different spacing needs than a formal sit-down dinner. Here are some suggestions to help you plan the perfect amount of space necessary for your event.

Cocktail Parties

Seating Style	Square Feet Per Person
Standing	6
Partial Seating	8

Dinner Parties

Seating Style	Square Feet Per Person
Standard banquet tables	8-10
Round tables of 6, 8, 10, or 12	10-12
Classroom seating (rows)	10

Classroom Style Guidelines

Allow 30 inches between tables for seating on one side of the table only. Divide the room area in square feet by 10 for maximum seating.

ROUND TABLES

- Tables are plywood with a varnished top
- All tables are 30' high except for the tall cocktail tables which are 42"
- Table risers (leg extenders) may be used to increase 30" high tables to 42"

Table Size	# of Seats	Linen Size	Space Needed
30" round	2-4	90" round or 120" round	7' diameter
48" round	6-8	120" round	9' diameter
60" round	8-10	120" round	10' diameter
72" round	10-12	120" round	11' diameter

ESTIMATED SEATING CAPACITY:

Calculate the total square footage of the room by multiply length times the width (example: 50'x50' = 2,500 square feet)

Seating Style	Square Feet Per Person
Buffet Seating	8-10
Sit-Down Served Seating	10-12
Cocktail Seating	5-8
Theater-Style Seating	5-8

*These estimates allow for chair and passage only. They **DO NOT** include space for buffets, dance floor, stages, bar, etc. Use for estimation only.

NOTE: Always allow at least 8 to 10 feet clearance around buffets and bars.

RECTANGLE TABLES

- Tables are plywood with a varnished top
- All tables are 30' high except for the tall cocktail tables which are 42"
- Table risers (leg extenders) may be used to increase 30" high tables to 42"

Table Size	# of Seats	Linen Size	Space Needed
4' x 18"	2		7' x 5'
6' x 18"	3		10' x 5'
4' x 30"	4-6		9' x 7'
6' x 30"	6-8		11' x 7'
8' x 30"	8-10		13' x 7'

ESTIMATED SEATING CAPACITY:

Calculate the total square footage of the room by multiply length times the width (example: 50'x50' = 2,500 square feet)

Seating Style	Square Feet Per Person
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NOTE: Always allow at least 8 to 10 feet clearance around buffets and bars.

Staging

Whether you are having a wedding, gala, or fashion show staging can provide an important focal point for your event. At Handy Special Events we have modular stage pieces and can accommodate a multitude of sizes and heights to meet your staging needs and maximize the available room space.

4'x8' Staging

size	8'	16'	24'	32'	40'	48'	56'
4'	1	2	3	4	5	6	7
8'	2	4	6	8	10	12	14
12'	3	6	9	12	15	18	21
16'	4	8	12	16	20	24	28
20'	5	10	15	20	25	30	35
24'	6	12	18	24	30	36	42
28'	7	14	21	28	35	42	49
32'	8	16	24	32	40	48	56
36'	9	18	27	36	45	54	63
40'	10	20	30	40	50	60	70

4'x4' Staging

size	4'	8'	12'	16'	20'	24'	28'	32'	36'
4'	1	2	3	4	5	6	7	8	9
8'	2	4	6	8	10	12	14	16	18
12'	3	6	9	12	15	18	21	24	27
16'	4	8	12	16	20	24	28	32	36
20'	5	10	15	20	25	30	35	40	45
24'	6	12	18	24	30	36	42	48	54
28'	7	14	21	28	35	42	49	56	63
32'	8	16	24	32	40	48	56	64	72
36'	9	18	27	36	45	54	63	72	81
40'	10	20	30	40	50	60	70	80	90

Note: stage height is fully adjustable and stage skirting and steps are also available

Dance Floors

Dance floors can also provide an important focal point at your event. We offer modular flooring in several finishes and a wide variety of sizes and configurations.

Dance floors require 12 sq. ft per couple for dancing and generally 40% of guests will dance at one time.

ESTIMATED DANCE FLOOR SIZING:

Calculate the total number of couples dancing at one time by multiplying total number of guests by 40% than divide by 2 to determine the total number of couples and multiply the number of couples by 12sq. ft to determine the size of dance floor required. (example: 100 guests x 40%= 40 people dancing at one time, 40/2 =20 couples dancing, 20 x 12= 240 square feet is required)

Floor Size	# of Couples	# of Sections
9 x 9	8	9
9 x 18	16	18
12 x 12	14	16
12 x 30	36	40
15 x 15	22	25
15 x 30	45	50
18 x 18	32	36
18 x 30	54	60

DANCE FLOOR CARE

To preserve the condition of the dance floor, please be aware of the following facts:

- Any water or moisture exposure will cause severe damage to any dance floor.
- Long exposure to direct sunlight can warp dance floors (especially vinyl material).
- It is best to minimize the amount of time a dance floor is laid on grass to avoid any damage to the lawn.
- The area where a dance floor is to go should not be watered for at least 24 hours before installation. Any watering systems should be completely turned off until the dance floor has been removed.
- On grass, a sub-floor (provided by Handy Special Events) is required to avoid damage from ground moisture.
- If the dance floor is going in a tent and rain is possible, a sub-floor is strongly recommended.
- Installing a dance floor on uneven ground is not recommended.

Handy Hints

This section contains fun and useful information for planning the details of your successful event.

Ordering Hints

- Always round up your estimates, don't round them down
- Generally you can expect about 75% of invited guests to show up
- When serving a buffet order 25% more dishware and flatware than the number of guests for each dish type.
- Order chairs and place settings for the full number of invited guests to ensure availability, then pare the number down one month prior to the event
- When ordering glassware and napkins for a cocktail or wine bar order 1 glass or napkin/person for each hour of the event.
- When ordering glassware and napkins for a cocktail party order 3 glasses or napkin/person.
- When ordering glassware and napkins for a banquet order 2 glasses or napkin/person.
- When ordering dance floor, keep in mind that you need approximately 2 to 3 feet per person. And always mow your lawn before the installation of a tent or dance floor.

Bar and Beverage Hints

- When stocking up on ice you should have 1 lb. of ice/person.
- For a basic bar you'll want to stock up on vodka, whiskey wines and beer.
- When serving punch figure 10 people to the gallon. This will allow for 3 - 4 oz. servings per guest.
- When serving cocktails or beer figure that your guests will consume 2 drinks per person per hour in the first 2 hours and 1 drink per hour after that.
- When serving wine or champagne for a 2 hour party, you will need to have 1 bottle for every 2 guests.
- One pound of coffee yields approximately 60 cups. Be sure to have cream and sugar available.