

Wedding Seating Chart Template: Free Download and How to Use It

Enter your guests and choose a table for each, and this free template counts the seats, warns you if a table is over full and builds a printable seating chart automatically. Download it for Excel, or open it in Google Sheets.

Before you start

- ☐ Wait until most replies are in before you build the plan
- ☐ Agree who must sit together, such as couples, families and children
- ☐ Ask the venue for a floor plan, the table sizes and the layout they recommend
- ☐ Decide what you want for the top table, and who sits there

While you place guests

- ☐ Start with family and the people who matter most to you
- ☐ Seat people with something in common near each other
- ☐ Think about who gets on well and who is better apart
- ☐ Place anyone with access needs near the entrance, the toilets or the step-free route
- ☐ Put children near their parents, or at a table of their own with an adult
- ☐ Seat guests who arrive alone with friendly company
- ☐ Keep guests who prefer a quieter spot away from the speakers

Final checks

- ☐ Count the guests against the seats at every table
- ☐ Check dietary needs and meal choices match the right names
- ☐ Give the final plan to your venue and caterer by their deadline
- ☐ Print the table plan, the table names and the place cards
- ☐ Keep a spare copy of the plan