

Standard Operating Procedure (SOP)

Event Setup, Table Arrangement, and Décor Standards

This SOP defines **event setup, table arrangement, and décor standards** to ensure efficient and consistent event preparation. It covers guidelines for venue layout, seating plans, table settings, decoration themes, and placement of event materials. The objective is to create a visually appealing and functional environment that meets event requirements and enhances attendee experience while maintaining safety and organizational efficiency.

1. Venue Layout & Floor Plan

- Review event specifications and capacity limits.
- Develop a scaled floor plan, indicating entrance/exits, staging, tables, and décor zones.
- Ensure clear walkways and accessibility paths (minimum 48 inches).
- Coordinate power sources, AV needs, and safety/emergency access.

2. Table Arrangement & Seating Plans

- Determine table type (e.g., rounds, rectangles, cocktail).
- Adhere to event-specific seating charts and group arrangements (VIP, reserved, open seating).
- Ensure uniform table spacing (minimum 36 inches between tables).
- Label tables clearly per the event map; place seating cards if applicable.

Table Type	Capacity	Spacing Guidelines
Round (60")	8-10 guests	36" between tables
Rectangle (6ft)	6-8 guests	36" between tables
Cocktail	2-4 guests	48" between tables

3. Table Setting Standards

- All tables must be covered with clean, wrinkle-free linens aligned with the event theme.
- Chairs and chair covers must be uniform and in good repair.
- Set each place with standard flatware, glassware, and napkins or customized as per event (e.g., banquet, conference).
- Table numbers or name cards should be upright and legible.
- Check alignment and symmetry for each table place setting.

4. Décor Standards

- Decorations must align with approved color palettes and event themes.
- All centerpieces must be stable, flame-retardant, and not obstruct guest views (max height: 14").
- Floral arrangements to be fresh and proportional to table size.
- Signage for branding, directions, or table identification must be professional and strategically placed.
- Ensure all décor elements (linens, flowers, candles, props) are safely secured and do not block exit routes.

5. Event Materials Placement

- Distribute event materials (agendas, programs, gifts, centerpieces) uniformly at each table or designated area.
- Set up registration, check-in, and information desks near the main entrance.
- Ensure AV and technical equipment are positioned safely away from guest areas, with all cords taped down.

6. Safety and Final Inspection

- Check all areas for tripping hazards and fire code compliance.
- Inspect all setups for consistency with the standard and make adjustments as needed.
- Document the final setup with photos for reference and future planning.

7. Responsibilities

- **Event Coordinator:** Oversees the entire setup and ensures that standards are met.
- **Setup Crew:** Follows instructions, assembles furnishings/dÃ©cor, and reports issues.
- **DÃ©cor Team:** Manages theming, floral, and decorative elements.
- **Safety Officer:** Signs off before event commencement.

8. Appendices & Checklists

- Event Setup Checklist
- Sample Floor Plans
- Photos/Diagrams of Table Settings