

Cypress Room Layout Tools

Name of Event: _____ Event Date: _____

There is a handy free tool to enable you to create a perfect wedding layout. You can go to <https://login.socialtables.com/> and create an account for yourself. It is a fairly intuitive tool for the basic layout function. A computer works better than a phone for this.

1. Link to "[Cypress Room Basic.pdf](#)" and save the file on your computer
2. Create an Event for your wedding.
3. Create a new Diagram.
4. Select Upload Floor Plan and import the file Cypress Room Basic.pdf. You can rotate the room image if you want under File/Rotate floor plan. **Add the gridlines to make sure the room is the correct size, as shown on the drawing. You will need to size your diagram to show the room at 58' long.**
5. Open the diagram and then select the Chair icon on the left for furniture.
 - a. See our table description list below as a guide, then get creative!
 - b. When you select a table type, you will also need to specify the number of chairs.
 - c. You can add a label, select, move and rotate items
6. If you wish you can hire us to do your layouts for a \$100 fee. It's not that hard, so have fun with it, or ask a friend for their ideas.
7. When you have your layout done, you can "share it" or send a pdf to Carla's email

Use the guide below to design and order items from Bandon Crossings, 30 days in advance.

Furniture is included in the wedding package. You may decide to rent additional items. Please note that we only have 100 white chairs, so you can have guests carry chairs from the ceremony to the table layout or choose to rent additional chairs.

Furniture sizes

Type	quantity	size	seats	table cloth size	# desired	# to rent elsewhere
Round table	13	60"	6-8	108" (24" drop)		
Banquet	6	30" x 72"	6			
Square	2	30" x 30"	2-4			
Round pub height	2	36"	4			
Rectangle	2	30" x 48"	4			
White folding chairs	100					

Tablecloths

Our linens have a cleaning fee of \$15 each. You may choose to rent or purchase your own (*allow plenty of time to order*).

Type	Quantity available	Size	Drop	# Desired	# to rent elsewhere
Black Round	15	108	24" drop		
White Square	15	90 x 90			
White rectangle	6	90 x 132	Full drop		
White rectangle	6	60 x 102	15" drop		