

PRINTABLE REVIEW & HANDOFF PACK

Wedding Seating Chart Printable Handoff Pack

A polished print layer for final review, table-by-table checks, guest-facing display decisions, vendor handoff, and version control.

Use Paper as a Review Layer

The spreadsheet remains the master seating record. Use this pack for meetings, final checks, vendor handoff, and day-of reference. Return every approved change to the editable master before regenerating outputs.

CURRENT VERSION

Master file: _____ Version / date: _____

Printed by: _____ Approved by: _____

FINALIZATION CHECK

- | | |
|--|--|
| ☐ No table is over capacity | ☐ Every confirmed guest is assigned |
| ☐ Accessibility requirements are resolved | ☐ Keep-with and keep-apart rules are resolved |
| ☐ Display order is selected | ☐ Vendor outputs are regenerated |

MASTER RULE

One type of information = one master record. Printed copies are approved snapshots, not parallel databases.

Table-by-Table Final Review

Compare capacity, composition, access, and approval status before creating the final display or vendor packet.

Table	Shape	Capacity	Assigned	Remaining	Primary group	Status / notes

REVIEW RULE

Any table marked OVER or missing a final status must return to the master spreadsheet before printing.

Choose the Guest-Facing Seating System

Use the minimum number of layers needed to tell guests where to go. Avoid two pieces that repeat the same instruction.

ASSIGNED TABLES ONLY

Choose a seating chart OR escort cards. Guests find their table, then choose a chair.

ASSIGNED INDIVIDUAL SEATS

Direct guests to the table with a chart or escort cards, then use place cards for the exact chair.

MEAL INDICATOR

- | | |
|---|---|
| ☐ Caterer needs meal indicator at the exact seat | ☐ Escort card may carry meal information |
| ☐ Place card may carry meal information | ☐ No visible meal indicator is needed |

FINAL SYSTEM

Seating chart / Escort cards / Place cards / Combined system:

Alphabetical or By Table?

Choose by lookup speed and guest count, not decoration. Test the real display before sending it to print.

Method	Usually strongest when	Update ease	Guest lookup	Choice
Alphabetical	Medium or large guest list; fast self-search	Good	Usually fastest	[]
By table	Smaller wedding; few clear table groups	Very good	Good when list is short	[]

FIND-YOUR-SEAT TEST

- ☐ Test names from different sections
- ☐ Test duplicate surnames
- ☐ Test couples with different surnames
- ☐ Test names near panel breaks
- ☐ Check the real viewing distance
- ☐ Time how long lookup takes

Display approved by: _____ Date: _____

DIY Seating Display Production Checklist

Keep the display readable, updateable, transportable, and easy to set up. Style comes after those four requirements.

Decision	Current plan / owner	Confirmed?
Format: board / frames / cards / mirror / hanging		[]
Order: alphabetical / by table		[]
Real-size font test completed		[]
Materials and printing confirmed		[]
Stand / easel / hanging method confirmed		[]
Transport method confirmed		[]
Venue placement confirmed		[]
Setup owner confirmed		[]
Backup list prepared		[]
Small update kit packed		[]

Final Seating Handoff

Give each vendor only the information they need, using the same approved seating version.

Recipient	Needs	Version sent	Date	Confirmed?
Venue	Floor plan + table counts			
Planner / coordinator	Full seating + constraints			
Caterer	Table counts + meals + dietary notes			
Rentals	Table / chair quantities + layout			
Stationery / signage	Guest name + table export			
Other				

FINAL APPROVAL

Approved version / date: _____

Approved by: _____

Last change returned to master file? [] Yes Vendor outputs regenerated? [] Yes

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Record last-minute questions, vendor comments, or approved changes here - then update the master file before creating a new export.