FIGURENOOK / PROJECT STEPS

A place-card plan for two joined tables

Plan seating for eight at two tables pushed together, then make matching name cards. The printable has a seat map with the join between the tables and four seats on each long side kept off the join, plus a page of eight tent-fold name cards.

What you need

- Measuring tape
- Pencil
- Printer and plain paper or cardstock
- Scissors and ruler for cutting and folding

Steps

1. Map the real tables
Measure both tables and where they meet. On the page 2 map, write the real table lengths in the boxes and note table legs, access needs and the route to the serving area.

2. Place the guests
Write names lightly in the eight seat boxes. The map keeps every seat off the table join; check that your actual chairs fit the same way and move a seat if a leg or the join is in the way.

3. Make the name cards
Print page 3, write one name per card on the panel below the dashed line, then cut the outer rectangles and fold along the dashed line so the name faces the guest.

4. Check the room
Set the cards out and walk the room with the plan. The sheet is a planning aid, not a room-clearance guarantee; check chair clearance and walking routes in the real room.

Tips

- Check the actual table dimensions and accessible routes. Use suitable paper and printer settings; supervise children with scissors.
- Print a spare page of name cards for late changes.
- Original editorial idea; a popular product is not a guarantee of suitability or results.

The printable pages

Page 2 of the PDF: a seat map for two joined tables with eight seat boxes, four on each long side and none on the join, plus boxes for the real table lengths. Page 3 has eight tent-fold name cards with fold lines.

Before you finish

- ☐ Real table lengths written on the map
- ☐ No place setting across the join
- ☐ Access and serving routes kept clear
- ☐ Eight name cards written, cut and folded

Original AI editorial illustration depicting a design concept; review manufacturer specifications and product details for final suitability. Exact color, fit, performance and pictured accessories are not established by the image.

Seat map: two joined tables

Print at 100%. Write the real table lengths, then names in pencil. Every seat is kept off the join. Ends are left clear for access or serving; adjust to your room.

1 inch

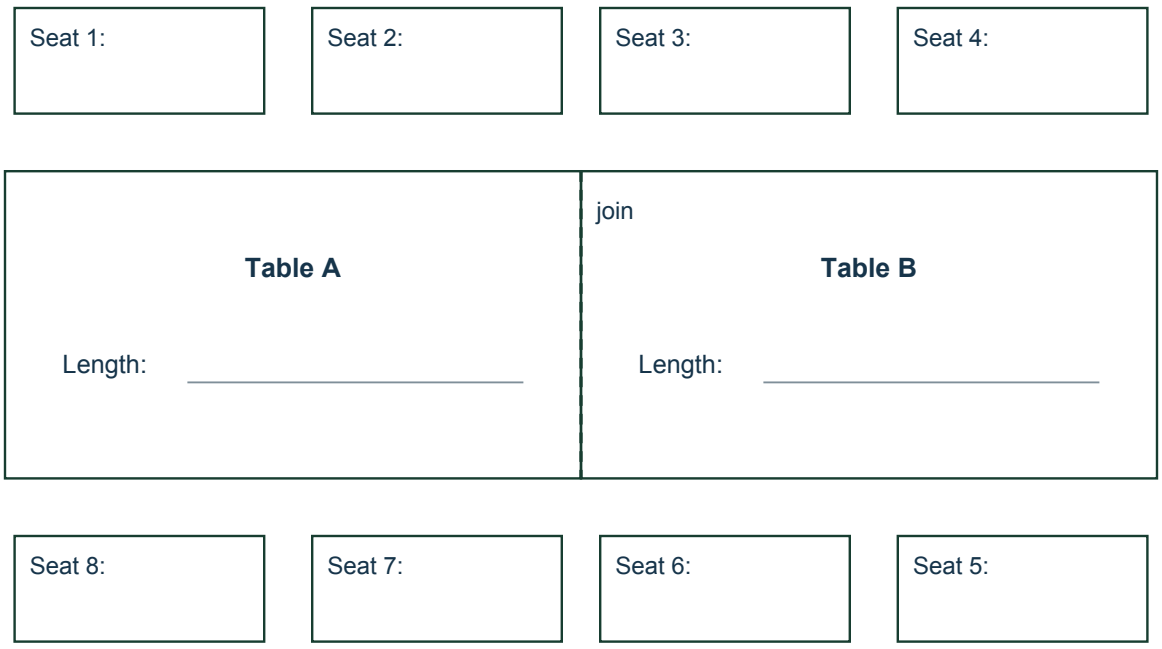

Table legs and access needs:

Route to the serving area:

Example plan for eight. A planning aid, not a room-clearance guarantee; check the real room.

Name cards (eight)

Print at 100%. Cut the outer rectangle and fold on the dashed line.
Write the name on the lower panel; it becomes the front.

1 inch



Name: _____



Name: _____



Name: _____



Name: _____



Name: _____



Name: _____



Name: _____



Name: _____

Each card: 3.5 x 1 in folded face.