FREE PRINTABLE

Wedding Seating Chart Checklist

From guest list to day-of display

8–10 WEEKS BEFORE

- [ ] Finalize the guest list & RSVP deadline
- [ ] Get the floor plan + table sizes from your venue
- [ ] Decide: assigned tables or assigned seats
- [ ] Choose sign style: by table or alphabetical

4–6 WEEKS BEFORE

- [ ] Seat VIPs first: couple, parents, wedding party
- [ ] Group guests by how they know you
- [ ] Plan around tricky family dynamics
- [ ] Place kids, elderly guests & plus-ones thoughtfully
- [ ] Keep singles mixed in, not isolated

2–3 WEEKS BEFORE

- [ ] Chase late RSVPs & update the chart
- [ ] Confirm meal choices / dietary notes per table
- [ ] Pick sign size (18x24 under ~150 guests, 24x36 above)
- [ ] Proofread every name spelling

FINAL WEEK

- [ ] Print sign, escort cards & table numbers
- [ ] Send final chart to venue & coordinator
- [ ] Pack an easel + a spare printed copy
- [ ] Assign someone to place the sign day-of

Plan your seating chart free, drag & drop, then print

seatsprig.com