Table Plan

Function Table Plan

EventsAir provides you with the capability to create custom table seating floorplans for gala events, dinners and any other type of seated function at your events.

Once you create your table plan, you can use the Function Table Allocation feature found in Express Actions. Here, you will be able to assign guests to tables on a per-guest basis, or allocate guest to tables in bulk. There is also a randomize feature if you wish to make truly random table assignments.

Click here to view details on the Function Table Allocation feature found in Express Actions.

Sections of the Function Table Plan Editor

The follow sections make up the Function Table Plan Editor:

- **Plan Grid** – the main area where you will design your table plan is composed of a grid pattern. This pattern (in feet or meters) can be zoomed in or out by using the scroll wheel on your mouse or by using the magnification set window (found in the lower-left corner of the grid).
- **Galleries** – the column on the far right will show you common table shapes that you can drag and drop onto the Table Plan Grid. One gallery shows common tables with seating, the other gallery shows you standard shapes you can use in creating your floorplan.
- **Editing Tools** – the table plan editor provides you with numerous tools to assist you in building your table plan. Please review the tools below for details for each item.

⭦	You can return to using the pointer at any time by selecting this option
⬠	The polygon tool lets you draw up to five sided figures in your table plan
—	The polyline tool lets you draw any number of lines to create any shape you need in the table plan
⬚	The Select All Tool automatically selects all objects in your table plan builder
✂	The Cut Tool will cut your selected object and save it to the clipboard
⧉	The Copy Tool will copy your selected object to the clipboard

	The Paste Tool will paste the content in the clipboard into the table plan builder
	The clone tool lets you select one or more tables or other shapes and create exact copies. This is very useful when creating layouts with many tables.
	Use the Delete Tool to delete any table or shape on your plan.
	Selecting back will allow you to stack multiple images and place one item to the very back of all other stacked items.
	Selecting backward will move one image backward by one step.
	Selecting forward will move one image forward by one step.
	Selecting front will allow you to stack multiple images and place one item to the very front of all other stacked items.
	Left will align a group of selected images to the left edge.
	Center will align a group of selected images to the center of all selected images.
	Right will align a group of selected images to the right edge.
	Align Top will align a group of selected images to the top edge.
	Align Middle will align a group of selected images to the middle (vertically)
	Align Bottom will align a group of selected images to the bottom edge.
	Tools will display a drop-down list of useful tools, such as several grid snap options and show seat numbers
	Undo will undo the last action you have performed.
	Redo will redo or reinstate the last action you have performed.
	Insert Image lets you select an image on your computer and insert it into your Table Plan
	Download Image lets you download any selected image to your computer
	Download PDF of Table Plan saves your current Table Plan as a PDF file
	Renumber Tables Vertically will renumber all tables in our plan from top to bottom
	Renumber Tables Horizontally will renumber all tables in our plan from left to right
	Autofit will zoom in or out to make the plan fit your screen