

Terminology

Assigned Seat Event: a guest is assigned a particular seat at a specific table. This means that some technique for designating the seat must be used, such as a table place card.

Assigned Table Event: a guest is assigned to a table. When the guests arrive at the table they select their seat.

Cross Class Request: can only occur in events that have tickets of different prices and someone from a lower class has requested to sit with a person from a higher ticket class or vice-a-versa.

Guest List Booklet: booklet containing an alphabetical listing of the guests and their table assignments.

Guest Status: in computerized seating system guests can be in one of several “statuses”.

- **Pending:** guest has been invited but has not yet RSVP'd.
- **Assigned:** guest is assigned to a table, row, or golf foursome.
- **Cancelled:** self-explanatory

Head/VIP Table: This term can have two different interpretations. The first is a table that is separate from the other tables in the room, possibly on a raised dais or stage is usually only set with guests on one side. The other interpretation is a table or several tables that are on the floor with the other tables, but contain dignitaries, VIP or otherwise important guests.

Event Underwriter: an organization that pays some part of the cost of the event, which may also include being, assigned tables in preferred locations, mention in the program or other recognition.

Menu-Table Place Combination Card: a small piece of card stock, usually about half of a page, that is set in a table place and shows both the name of the guest assigned and the menu for the event.

Mixed Style: an event that has some combination of seating styles.

Multi-X Event: an event that is actually a sequence of several events, such as:

- 2X – a theatre event followed by a gala.
- 3X – Luncheon, golf tournament, then dinner
- 6X – Luncheon, Afternoon Breakout Session, Dinner, Morning Breakout Session, afternoon Golf, Dinner

Seat/Table Auction: much like the Table Raffle, except that bids are entered for a particular VIP to be seated at the bidder's table.

Table Place Card: a small piece of card stock that is set in a table place that shows the name of the guest assigned to that place. Table Place Cards come in a variety of styles.

- **Folded Business Card:** usually 4 per sheet, available from a variety of manufacturers and in a large range of styles and colors.
- **Diplomatic Wing Back:** this stock can not easily be processed on a computer printer and usually has to be hand lettered or have a clear label placed on it.

Prepared by

RSVP Events, Inc.

See us on the web at www.rsvp-seating.com

- **Die Cut Bi-Fold.** Until recently this stock was not suitable for processing by a printer; however, one manufacturer – Idea Art of Nashville, has begun producing stock that can be printed on most commonly available printers. Before that the only solution was to have the cards hand lettered or to stick a clear label to it.
- **Menu-Table Place Combination Card:** see above.

Table Raffle: a guests table assignment is drawn by raffle or lottery, either before or sometimes at the event. This technique has been used by political parties at fund raising dinners where a rank and file guest may draw a seat with at the Governor's table, for example. A premium is charged for being entered in the raffle, like \$15 over the normal ticket price.

Table Sponsor/Patron: an organization that sponsors a table by purchase. In many cases, the table sponsor keeps all of the seats; in some the sponsor tries to sell the seats at the table. Some organization try recognize a patron or sponsor by allowing them access to a closed viewing of the silent auction which includes a hosted bar, drink tickets or closed reception for the key note speaker.

Table Tent: a card, usually placed on a stanchion for visibility that shows some important information about the table, such as “Reserved” or “ABC Corporation”.

Ticketed: can come in several variations. One of the more common is the ticket has the guest's assigned table number on it. Another variation is that the ticket is just to get in and the guest still has guest still determine their table assignment.

Trouble Desk: a location separate from the “Will Call” desk for handling seating problems.

Turn Backs: used in a tabled sponsored or patroned event, where the table sponsor returns a number of seats to the holding organization for guests to be assigned. Usually, the table sponsor or patron holds some seats for their own people to sit. This style is used frequently by associations and fundraisers.

VIP or Private Reception: - many events have a special "closed" reception" for guests who pay a premium

Will Call: an area (usually a table) this is staffed by event personnel to distribute information relating to the event.

YaaT™ Card: (Acronym for “You are at Table...”). An elegant form of a table ticket, is a paper product that communicates to an attendee their table assignment.

Prepared by

RSVP Events, Inc.

See us on the web at www.rsvp-seating.com