



Event Planning



Let's be honest—planning a party or event can get overwhelming, especially when you're figuring out logistics. You've booked the food, sent the invites, and now you're asking:

“Do I need a tent?”

“How many tables do I need?”

“Should I go with plated service or buffet?”

Don't worry—Manang A is here to help you figure it out! Whether you're hosting a birthday in your backyard, a wedding reception, or a company outing, this quick guide will walk you through what you need (and don't need) to create a smooth, comfortable, and beautiful event setup—without overbuying or stressing out.

01 Do You Need a Tent?

YES, if:

- Your event is outdoors (garden, parking lot, beach, etc.)
- The weather is unpredictable (sunny one minute, raining the next)
- You want shade for daytime events or shelter for sudden rain
- You're hosting in a public or open space without natural cover

Even if it's not rainy season, a tent gives your event a sense of structure, comfort, and style. It also helps protect food, decorations, and guests from direct heat or wind.

Tip from Manang A: Don't forget side covers or curtains if your event is during ber months—the wind can get chilly!

MAYBE NOT, if:

- Your event is indoors or already has a covered area (clubhouse, function hall, patio)
- You're only setting up a small merienda table or short gathering
- There's sufficient shade and you're confident with the weather

02 Tables & Chairs – How Many Do You Really Need?

This depends on the type of event, guest count, and how you want the flow to go.

For Sit-Down Meals:

Use round or rectangular tables that seat 6–8 people. You'll need:

- 1 table per 6–8 guests
- Extra tables for the buffet, gift table, registration, and cake

Example: For 50 guests, prepare around 7–8 guest tables, 1 buffet table, and 2–3 extras for other functions.

For Cocktail-Style or Short Events:

If you're serving finger food or snacks only, go with fewer tables and more standing space. You can provide:

- Cocktail tables or high tables for casual mingling
- A few seats for older guests or kids

Don't Forget Chairs!

Every seated guest should have a chair—but add extra 5–10 just in case more guests show up or some chairs get moved around.

Tip from Manang A: Use monobloc chairs with covers or mix wood + cushioned chairs for more elegance without breaking the bank.





03 Buffet or Plated Setup?

This is one of the most important decisions that affects not just the vibe, but also the budget and flow of your event.

BUFFET STYLE

Best for: Birthdays, reunions, corporate events, family gatherings

- Guests serve themselves (or assisted buffet)
- More affordable, since portions can be adjusted
- Encourages mingling and casual flow

Pros:

- Flexible food variety
- Less staff required
- Guests choose what they want

Considerations:

- Needs more space for setup
- Can get crowded if there's only one buffet line

Manang A Suggests: Use 2 buffet lines for 50+ guests to avoid long waiting times.

PLATED SERVICE

Best for: Formal events, weddings, intimate dinners

- Meals are portioned and served to each guest at the table
- More elegant and orderly

Pros:

- No need to line up
- Presentation is cleaner
- Controlled portions = less food waste

Considerations:

- More service staff needed
- Slightly higher cost
- Less variety than buffet

Manang A Suggests: For mixed events, do semi-plated—serve the main meal plated and have desserts, drinks, or extras buffet-style.

04 Setup Add-Ons You Might Need

Depending on the event, you might also need:

- Food warmers or chafing dishes (for buffet)
- Tablecloths and skirting
- Tent lights or fans
- Serving staff or runners
- Sound system for announcements or music
- Trash bins and cleaning crew

Sometimes it's cheaper and easier to get a catering package that already includes setup, utensils, service, and cleanup—so you don't have to worry about renting things separately.

Final Thoughts from Manang A

At the end of the day, what matters most is that your guests feel comfortable, full, and happy. Whether you're hosting a grand celebration or a cozy backyard party, planning your event setup properly can make a huge difference.

My best advice? List everything down—from guest count to location to meal type. Then consult with your supplier or planner (hi, that's me!) to see what setup fits your needs best.

Need help figuring it out? I offer free consultations to help you plan the setup that works for your space, budget, and guest list.

Send me a message at [facebook.com/ManangACatering](https://www.facebook.com/ManangACatering), and let's make sure your next event is comfy, classy, and stress-free.