

Party Flow Room Map Worksheet

Map entry, food, drinks, seating, bathroom access, trash, and bottlenecks before guests arrive.

GUEST COUNT

MAIN ROOM

OUTDOOR SPACE?

MOBILITY NEEDS?

ENTRY

☐ Door swing + greeting point

☐ Coat / bag landing

☐ Shoes if relevant

FOOD + DRINK

☐ Food station

☐ Drink station

☐ Refill path

MOVEMENT

☐ Bathroom route

☐ Main walking lane

☐ High-traffic pinch point

RESET

☐ Trash / recycling

☐ Dirty-dish landing

☐ Backup supplies

HOST NOTE / CHANGE I WANT TO REMEMBER

Party Flow Room Map Worksheet

Draw fixed furniture first, then trace repeat guest and service routes. Move stations before moving decor.

SKETCH THE ROOM / YARD

ROUTE CHECK

- ☐ Door can open without a queue
- ☐ Bathroom route stays clear
- ☐ Trash is reachable but not at buffet exit
- ☐ Drinks do not block food
- ☐ Refill path avoids guest line
- ☐ One mobility-friendly route remains open