

02 / PACKED EXAMPLE

Worked example of a table box

This fictional wedding has eight guest tables. Each table uses three owned vases with pre-approved faux stems, two battery LEDs and one table number. There are no live flames or water to manage in this example.

Box T01 for table 1	Count	Packing and placement
Vase and faux stem sets	3	Individually protected; arrange as photographed
Battery LEDs	2	Protect switches; test and turn off for transport
Table number 1	1	Protect flat; face the guest approach
Zone card and packing photo	1 set	Inside lid; keep with the box

The label

T01 • Reception table 1 • Open after linen is ready • Fragile glass • Setup Maya • Check Leon
• Empty box to approved store A • Pack back into T01 • Return to couple's home with Maya.

The quantities across all eight tables

Item	In table boxes	In spare box S01	Total packed
Vase sets	24	3	27
LEDs	16	2	18
Table numbers	8	1 blank spare	9

S01 is listed on the master inventory and assigned to the setup kit location. It is not an unrecorded ninth table box. If a spare is used, the lead records where it went so the return count still makes sense.

Scope of this example. These counts cover table décor only. Signs, tools, personal belongings and other zones need their own manifest entries. Never treat a partial example as the whole vehicle load.



WORKSHEET 3 / ONE PER ZONE

Zone instruction and photo sheet

Zone location and guest-facing direction

Setup owner and checker

Required boxes and items

What must be ready first and latest finish time

Placement steps in order

Attach or paste your approved photo or simple layout here

Simpler version to use if needed

Empty-box store and night-end packing instructions

Other suppliers own these items and will remove them

Test this sheet with a helper before the event. Record the measured time and any revision on the back.