

Seating Chart App Instruction Guide

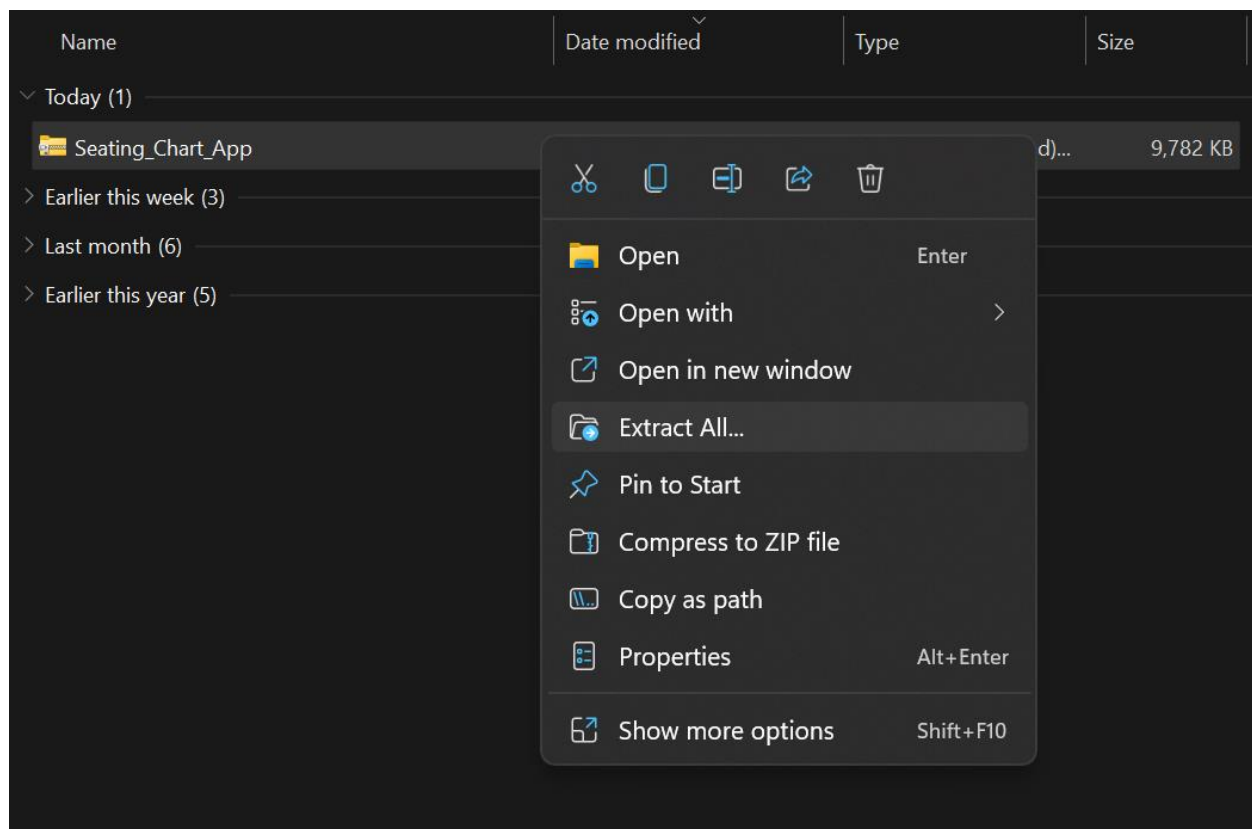
Created by [Rohith Venkatesh](#) (UCLA External Affairs Intern Summer 2023)

rvenkatesh2025@g.ucla.edu

Please Read Before Using App

Note: App can only be run on Windows

1. Make sure that folder is unzipped with three files in it

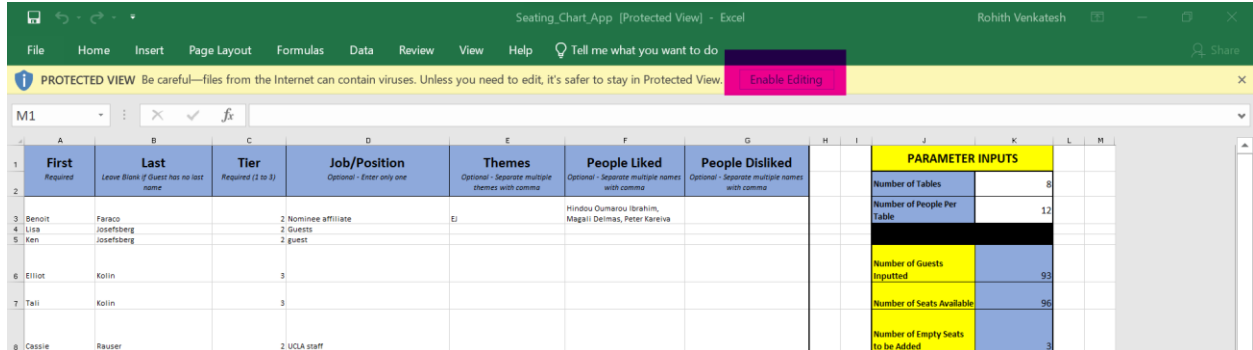


Name	Date modified	Type	Size
Program_Files--DO_NOT_TOUCH	8/11/2023 1:19 AM	File folder	
Instructions - PLEASE READ FIRST	8/11/2023 1:33 AM	Microsoft Edge PDF ...	1,308 KB
Seating_Chart_App	8/11/2023 1:29 AM	Microsoft Excel Macr...	51 KB

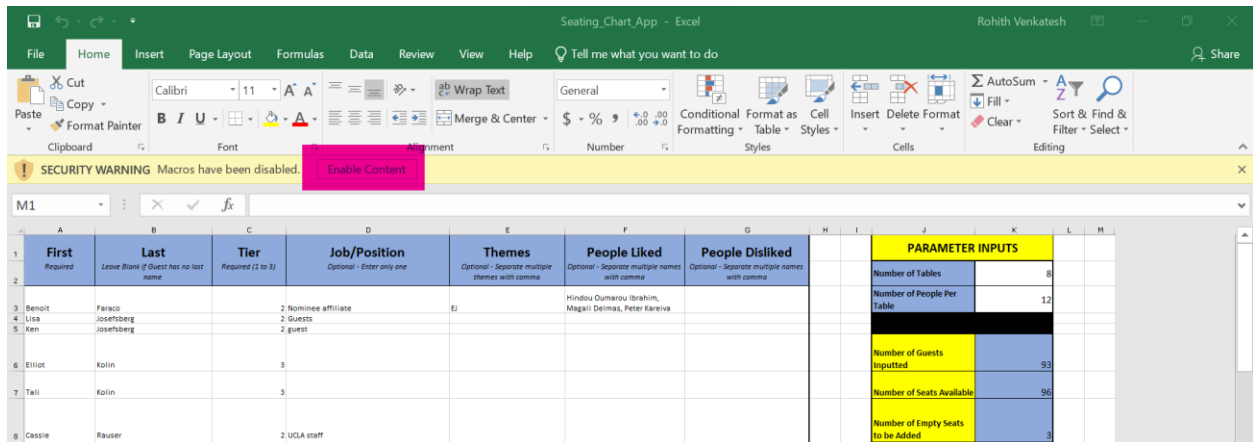
2. Make sure to NEVER click on, or alter the folder named "Program_Files--DO_NOT_TOUCH". Doing so could corrupt the app.

3. Open the Seating_Chart_App.xlsm Excel Workbook

4. Make sure to “Enable Editing” at the top of the page



5. Make sure to “Enable Content” at the top of the page



6. Input all necessary Guest data in columns A through G. Look at the Column labels on instructions on how to properly input data.
- The “First” and “Last” columns allow the user to input the guest’s first and last name. The first name column is **REQUIRED** while the last name column is optional. The program still works if you want to leave the “Last Name” Column blank and input the guest’s full name in the first name column.
 - The “TIER” column ranks all the guests by tiers (1 to 3). Tier 1 guests are the highest priority while Tier 3 guests are lowest priority. Higher priority guests are accounted for first when making seating arrangements, so higher priority guests are more likely to be seated next to their preferred tablemates and away from people marked to be seated away from. This column is **REQUIRED**.
 - The “Job/Position” column allows the user to input the guest’s Job/Position. The program will try to distribute guests with the same job between different tables to ensure that there is job diversity at every table. This column is optional.
 - The “Themes” column allows the user to unput any themes that may be associated with the particular guest (i.e. Water conservation, Wildfire research, Air pollution, etc.). The program will seat guests with common themes at the same table. This column is optional.
 - The program will try to seat the guest alongside the people in the “People to Seat at Same Table” field and away from the “People to Seat at Different Table” field. These columns are optional.
 - Make sure to input the full, correct names in both fields. The program will disregard any misspelled names when making seating decisions.
 - When using the seating chart app for catering purposes, the “Preferred Entrée” column allows the user to input entrees associated with each guest (i.e. Vegetarian, Gluten-Free, etc.). This column is optional.
 - All inputs are case-insensitive. The case of the input data will not affect the program in any way. However, typos will result in a non-desired output.

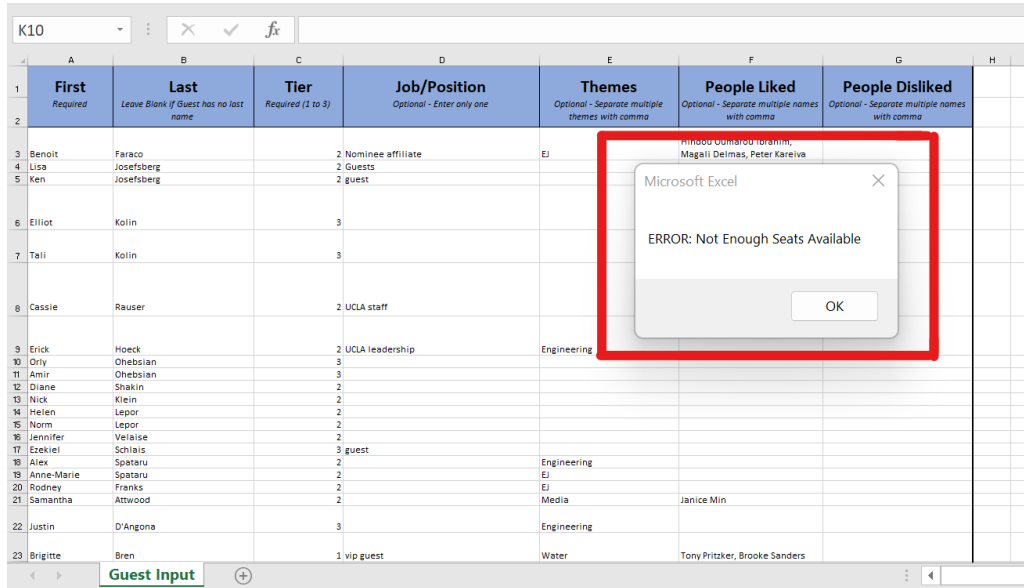
	A	B	C	D	E	F	G	H
	First <i>Required</i>	Last <i>Optional</i>	Tier <i>Required (1 to 3)</i> <i>1 = Most Likely to get Preferred Seating Assignment</i> <i>3 = Least Likely to get Preferred Seating Assignment</i>	Job/Position <i>Optional - Enter only one</i> <i>Tag to strike a balance of sectoral diversity between tables</i> <i>(i.e. Development officers are spread across the room)</i>	Themes <i>Optional - Separate multiple themes with comma</i> <i>Guests with common themes sit at same table</i>	People to Seat at Same Table <i>Optional - Separate multiple names with comma</i> <i>Case-insensitive</i> <i>Please input Full Names</i>	People to Seat at Different Table <i>Optional - Separate multiple names with comma</i> <i>Case-insensitive</i> <i>Please input Full Names</i>	Preferred Entrée <i>Optional</i>
1	Benoit	Faraco		2. Nominee affiliate	EJ	Hindou Oumarou Ibrahim, Magali Delmas, Peter Kareiva		Vegetarian
4	Lisa	Josefsberg		2. guest				GF
5	Kan	Josefsberg		2. guest				
6	Elliot	Kolin		3				
7	Tali	Kolin		3				Vegan
8	Castle	Rauser		2. UCLA staff				
9	Erick	Hoeck		2. UCLA leadership	Engineering			Without Peanuts
10	Orly	Ohebsian		3			Erick Hoeck, Tali Kolin	
11	Amir	Ohebsian		3				
12	Diane	Shakin		2				
13	Nick	Klein		2.				
14	Heleen	Lepor		2.				
15	Norm	Lepor		2.				
16	Jennifer	Velase		2.				
17	Ezraiel	Spiels		2. guest				
18	Alex	Spataru		2.	Engineering			
19	Anne-Marie	Spataru		2.	EJ			
20	Rodney	Franks		2.	EJ			
21	Samantha	Attwood		2.	Media	Janice Min		

7. Input the table dimensions in the “TABLE DIMENSION INPUTS” field. Make sure that the parameters for the number of tables and the number of seats per table sum up to at least the number of people in the list. The program will not run if there are fewer available seats than guests inputted. Save data as you keep manipulating the inputs (CTRL + S or pressing the save icon at the top left of the page).
 - a. The “TABLE DIMENSION INPUTS” Table on the left allows users to manually input the number of tables and seats per table. Below the input, the user can see the number of guests inputted into the program, along with the number of seats available (based on the table dimension inputs), and the number of empty seats that will have to be added to make the tables even.
 - b. The “DISPLAY OPTIONS” Table allows users to toggle what data is displayed on the final seating chart and how any spare seats are distributed. If the user desires the Entrees or Job/Position to be displayed on the seating chart, simply enter a “Y” (upper or lower case) in the cell right next to the field description.
 - c. The program defaults to adding all empty seats to the last table. If you want the empty seats to be distributed between all the tables, input a “y” (case-insensitive) in the cell next to the field.

I	J	K	L
	TABLE DIMENSION INPUTS		
	Number of Tables	10	
	Number of People Per Table	10	
	Number of Guests Inputted	93	
	Number of Seats Available (From Table Dimensions)	100	
	Number of Empty Seats to be Added	7	
	DISPLAY OPTIONS	Enter Y to Enable	
	Show Entrées on Chart	Y	
	Show Job/Position on Chart	Y	
	Distribute Empty Seats between Tables	Y	

- [illegible]

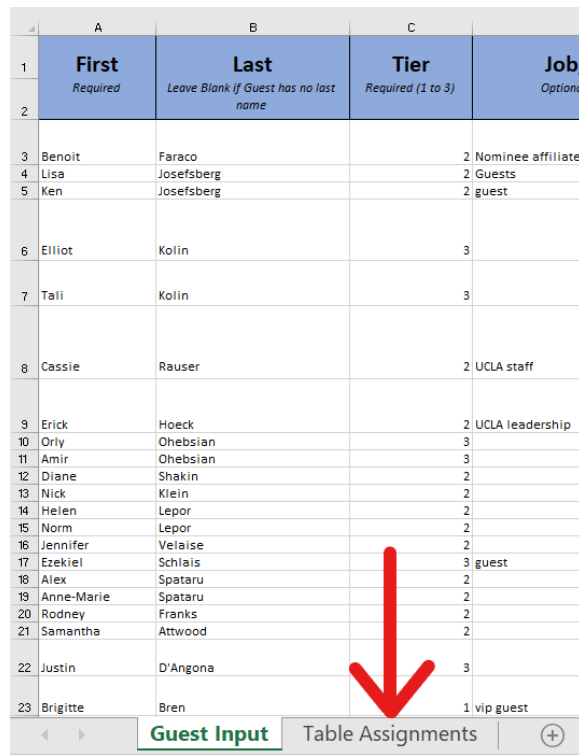
9. The sheet will temporarily close and reopen (it might take a few seconds).
 - a. If the Table Dimensions are improper (i.e. there are not enough seats for the number of guests inputted), an error message will appear and the program will terminate prematurely.



The screenshot shows an Excel spreadsheet with a table containing guest information. An error message box is displayed over the table, indicating that there are not enough seats available for the number of guests inputted.

First <i>Required</i>	Last <i>Leave Blank if Guest has no last name</i>	Tier <i>Required (1 to 3)</i>	Job/Position <i>Optional - Enter only one</i>	Themes <i>Optional - Separate multiple themes with comma</i>	People Liked <i>Optional - Separate multiple names with comma</i>	People Disliked <i>Optional - Separate multiple names with comma</i>
3	Benoit	Faraco	2 Nominee affiliate	EJ	Erin O'Donnell, Torshim, Magali Delmas, Peter Kareiva	
4	Lisa	Josefsberg	2 Guests			
5	Ken	Josefsberg	2 guest			
6	Elliot	Kolin	3			
7	Tali	Kolin	3			
8	Cassie	Rauser	2 UCLA staff			
9	Erick	Hoeck	2 UCLA leadership	Engineering		
10	Orly	Ohebsian	3			
11	Amir	Ohebsian	3			
12	Diane	Shakin	2			
13	Nick	Klein	2			
14	Helen	Lepor	2			
15	Norm	Lepor	2			
16	Jennifer	Velaize	2			
17	Ezekiel	Schlais	3 guest			
18	Alex	Spataru	2	Engineering		
19	Anne-Marie	Spataru	2	EJ		
20	Rodney	Franks	2	EJ		
21	Samantha	Attwood	2	Media	Janice Min	
22	Justin	D'Angona	3	Engineering		
23	Brigitte	Bren	1 vip guest	Water	Tony Pritzker, Brooke Sanders	

10. Once the sheet is reloaded, navigate to the newly created sheet, "Table Assignments"



The screenshot shows the 'Table Assignments' sheet in Excel. The table contains guest information, and a red arrow points to the 'Table Assignments' tab at the bottom.

First <i>Required</i>	Last <i>Leave Blank if Guest has no last name</i>	Tier <i>Required (1 to 3)</i>	Job/ <i>Optional</i>
3	Benoit	Faraco	2 Nominee affiliate
4	Lisa	Josefsberg	2 Guests
5	Ken	Josefsberg	2 guest
6	Elliot	Kolin	3
7	Tali	Kolin	3
8	Cassie	Rauser	2 UCLA staff
9	Erick	Hoeck	2 UCLA leadership
10	Orly	Ohebsian	3
11	Amir	Ohebsian	3
12	Diane	Shakin	2
13	Nick	Klein	2
14	Helen	Lepor	2
15	Norm	Lepor	2
16	Jennifer	Velaize	2
17	Ezekiel	Schlais	3 guest
18	Alex	Spataru	2
19	Anne-Marie	Spataru	2
20	Rodney	Franks	2
21	Samantha	Attwood	2
22	Justin	D'Angona	3
23	Brigitte	Bren	1 vip guest

- | | A | B | C | D | E | F | G | H | I | J | K |
|----|--|---------------------|---|---|---|---|---|---|---|---|---|
| 1 | Guest Names, Job/Position, Preferred Entree | Table Number | | | | | | | | | |
| 2 | Empty Seat 1 | 1 | | | | | | | | | |
| 3 | Brigitte Bren, vip guest | 1 | | | | | | | | | |
| 4 | Lawrence Bender, UCLA board member | 1 | | | | | | | | | |
| 5 | Norman Lear, vip guest | 1 | | | | | | | | | |
| 6 | Nicolas Berggruen, vip guest | 1 | | | | | | | | | |
| 7 | Wendy Schmidt, award judge | 1 | | | | | | | | | |
| 8 | Tony Pritzker, UCLA board member | 1 | | | | | | | | | |
| 9 | Emily Carter | 1 | | | | | | | | | |
| 10 | Megan Kissinger, UCLA development | 1 | | | | | | | | | |
| 11 | Andy Karsner, Nominator | 1 | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | Guest Names, Job/Position, Preferred Entree | Table Number | | | | | | | | | |
| 14 | Empty Seat 2 | 2 | | | | | | | | | |
| 15 | Benoit Faraco, Nominee affiliate, VEGETARIAN | 2 | | | | | | | | | |
| 16 | Peter Kareiva | 2 | | | | | | | | | |
| 17 | M. Sanjayan, Nominator | 2 | | | | | | | | | |
| 18 | Magali Delmas | 2 | | | | | | | | | |
| 19 | Shawn Escoffery, award judge | 2 | | | | | | | | | |
| 20 | Hindou Oumarou Ibrahim, finalist | 2 | | | | | | | | | |
| 21 | Liz Koslov, UCLA faculty | 2 | | | | | | | | | |
| 22 | | | | | | | | | | | |
- Table 1**

Guest Name	Job/Position	Preferred Entree	Table Number
Empty Seat 1			1
Brigitte Bren	vip guest		1
Lawrence Bender	UCLA board member		1
Norman Lear	vip guest		1
Nicolas Berggruen	vip guest		1
Wendy Schmidt	award judge		1
Tony Pritzker	UCLA board member		1
Emily Carter			1
Megan Kissinger	UCLA development		1
Andy Karsner	Nominator		1
Empty Seat 2			2
Benoit Faraco	Nominee affiliate, VEGETARIAN		2
Peter Kareiva			2

- [illegible]

12. If a change wants to be made to the data input, simple return to the “Guest Input” sheet, make and save all necessary changes, and click the button to generate another sheet of table assignments.

