

Your Rental Checklist

TABLES

Round:

48" 54" 60" 66" 72"

Long:

4' 6' 8'

CHAIRS

- Folding chairs Color _____
- Chiavari chairs Color _____
- Versaille chairs Color _____
- Brentwood chairs Color _____

LINENS

- Round table Size _____ Color _____
- Long table Size _____ Color _____
- Buffet linens _____
- Cake-table linens _____
- Seating-card table _____
- Cocktail table _____
- Dinner napkins _____
- Cocktail napkins _____

CHINA

- Dinner plate _____
- Salad/cake plate _____
- Soup bowl _____
- Liner _____
- Bread/butter plate _____
- Coffee cup/saucer _____
- Bowls _____
- Chargers _____

SILVERWARE

- Salad fork _____
- Salad knife _____
- Dinner fork _____
- Dinner knife _____
- Fish fork _____
- Fish knife _____
- Butter knife _____
- Teaspoon _____
- Tablespoon _____

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GLASSWARE

- White wine _____
- Red wine _____
- Champagne _____
- Water _____
- All-purpose _____

SERVICE TRAYS

- Round _____
- Oval _____
- Oblong _____
- Waiter trays/stands _____

SERVING PIECES

- Chafing dishes _____
- Bowls _____
- Coffeemaker _____
- Coffee urn _____
- Creamer and sugar set _____
- Coffee pitcher _____
- Tea set _____

- Salt/pepper shakers _____

- Ashtrays _____

- Water pitchers _____

TENT/CANOPIES

- Size _____

- Sidewalls _____

- Subfloor _____

- Carpet (color) _____

- Dance floor _____

- Heaters _____

- Air conditioning _____

- Stage dimensions _____

- Coat check _____

LIGHTING

- Generator _____

- Spot lighting _____

- Uplighting _____

- Stage lighting _____

- Dance floor lighting _____

- Ceremony lighting _____

