

# Wedding Rental Checklist

## Rehearsal Dinner Party

Location \_\_\_\_\_  
Date \_\_\_\_\_

### Guest Seating

#### Tables

- Rectangular       Square  
 Round             Children's Size

#### Chairs

- Samsonite Folding  
 Wood Garden Folding  
 Chivari / Villa  
 Children 'S Size

#### Linen

- Tablecloths  
    Floor Length / Lap Length  
 Overlays  
 Chair Covers / Sashes / Jackets  
 Napkins

#### China

- Charger Plate       Bb Plate  
 Dinner Plate         Dessert Plate  
 Salad Plate          Cup & Saucer

#### Flatware

- Dinner Fork          Teaspoon  
 Dinner Knife         Bb Knife  
 Salad Fork           Other

#### Banquet Equipment

- Salt & Pepper  
 Cream & Sugar  
 Table No. & Stand  
 Candles

### Bar Service

#### Tables

- Bar Table             Pedestal  
 Portable Bar         Cocktail  
 Bar Back             Bar Stools

#### Linen

- Tablecloths  
 Skirting  
 Cocktail Napkins

#### Barware

- All Purpose Goblet  
 Beer Mug / Pilsner  
 Champagne Flute / Traditional / Tulip  
 Hi Ball  
 Old Fashioned Double / Single  
 Punch Cup  
 Red / White Wine

#### Service Equipment

- Ice Chests / Scoops  
 Passing Trays  
 Pitchers  
 Punch Bowl / Ladle  
 Trash Cans

### Food Service      Seated Dinner

#### Service Equipment

- Waiter S Tray & Stand  
 Plate Covers  
 Prep Tables  
 Cooking Equipment  
    Warming Oven, Fryer, Stove  
 Pitchers  
 Coffee Service  
 Trash Cans

## Ceremony

Location \_\_\_\_\_  
Date \_\_\_\_\_

### Ceremony Seating

#### Chairs

- Samsonite Folding  
 White Wood Garden Folding  
 Natural Wood Garden Folding  
 White Chivari  
 Gold Chivari  
 Silver Chivari  
 Natural Chivari  
 Chivari Fruit Wood  
 Villa Mahogany

#### Chair Accessories

- Chivari Cushions  
    Color / Style  
 Chair Covers  
 Jackets  
 Sashes

#### Services

- Cad Room Layout  
 Delivery And Pickup  
 Setup And Knock Down

### Tents   Pole | Frame | Structure

#### Tents

- Main Tent  
 Marquee / Covered Walkway  
 Catering Prep Tent

#### Accessories

- Side Walls  
 Ceiling Liner  
 Leg Drapes  
 French Doors

#### Electrical

- Lighting  
 Heat / Air  
 Generator

#### Tent Activities

- Dance Floor  
 Band Stage  
 Head Table Stage  
 Cake Table

#### Professional Services Provided

- Cad Tent Layout
- Site Visit
- Expert Installation
- Experienced Advice
- Permits
- Safety Features

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## Wedding Reception

Location \_\_\_\_\_  
Date \_\_\_\_\_

### Guest Seating

#### Tables

- Rectangular       Square  
 Round             Children 'S Size

#### Chairs

- Samsonite Folding  
 Wood Garden Folding  
 Chivari / Villa  
 Children 'S Size

#### Linen

- Tablecloths  
    Floor Length / Lap Length  
 Overlays  
 Chair Covers / Sashes / Jackets  
 Napkins

#### China

- Charger Plate       Bb Plate  
 Dinner Plate         Dessert Plate  
 Salad Plate          Cup & Saucer

#### Flatware

- Dinner Fork          Teaspoon  
 Dinner Knife         Bb Knife  
 Salad Fork           Other

#### Banquet Equipment

- Salt & Pepper  
 Cream & Sugar  
 Table No. & Stand  
 Candles

### Bar Service

#### Tables

- Bar Table             Pedestal  
 Portable Bar         Cocktail  
 Bar Back             Bar Stools

#### Linen

- Tablecloths          Skirting  
 Cocktail Napkins

#### Barware

- All Purpose Goblet  
 Beer Mug / Pilsner  
 Champagne Flute / Traditional / Tulip  
 Hi Ball  
 Old Fashioned Double / Single  
 Punch Cup  
 Red / White Wine

#### Service Equipment

- Ice Chests / Scoops    Trays  
 Punch Bowl / Ladle    Pitchers  
 Trash Cans

### Food Service      Buffet Style

#### Buffet Tables

- Rectangular       Round  
 Square             Serpentine

#### Linen

- Tablecloths          Skirting

#### Serving Pieces

- Chafing Dishes       Bowls  
 Trays                 Utensils

#### Cake Service

- Silver Plateau       Knife/server  
 Plates/forks         Coffee Service  
 Waiter Trays         Napkins