



Your Partner in the Planning for all your Wedding needs.

WEDDING WEEKEND RENTAL CHECKLIST

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REHEARSAL DINNER PARTY

SEATING

- TABLES**
- Rectangular
 - Cocktail
 - Round
 - Children's
- CHAIRS**
- Samsonite Folding
 - Chivari
 - Garden Folding
 - Children's
- LINENS**
- Tablecloths
 - Chair Covers
 - Overlays
 - Napkins
- CHINA**
- Bread Plate
 - Salad Plate
 - Bowl
 - Beverage Glasses
 - Dinner Plate
 - Dessert Plate
 - Cup and Saucer
- FLATWARE**
- Salad Fork
 - Dinner Knife
 - Butter Knife
 - Soup Spoon
 - Dinner Fork
 - Teaspoon
 - Serving
- BANQUET EQUIPMENT**
- Chafers
 - Punch Bowl
 - Trays
 - Table Number and Stand
 - Crystal Salt/Pepper Shakers
 - Coffee Maker
 - Sugar Caddy
 - Carving Station

BAR SERVICE

- TABLES**
- Bar Table
 - Cocktail
 - Portable Bar
 - Bar Stools
- LINENS**
- Tablecloths
 - Napkins
 - Skirting
- BARWARE**
- All Purpose Goblet/Beverage
 - Beer/Mug/Pilsner
 - Hi Ball
 - Red/White Wine
 - Martini
 - Champagne Flute
 - Punch Cup
 - Margarita
 - Carafe
- SERVICE EQUIPMENT**
- Ice Chests/Scoops
 - Pitchers
 - Punch Bowls/Ladle
 - Frozen Drink Machine
 - Passing Trays
 - Trash Cans

FOOD SERVICE

- SERVICE EQUIPMENT**
- Waiter's Tray/Stand
 - Prep Tables
 - Coffee Service
 - Cooking Equipment
 - Warming Oven, Fryer Stove
 - Plate Covers
 - Pitchers
 - Trash Cans

AUDIO VISUAL

- Microphone – Wired/Wireless/Lapel
- Speakers/Speaker Stands
- Projector
- Screen
- Sound System

CEREMONY

CEREMONY SEATING

- Samsonite Folding
- Chivari
- Garden Folding
- Children's

CEREMONY DECORATIONS

- Assorted Candelabras - Brass, Black, Silver, White
- Candelabras Candle Inserts
- Candelabra Lighters - Brass, Black, Silver
- Columns
- Kneeling Bench - Brass, Silver
- Arch - Brass, Black, Natural Wood, Silver, White
- Votive Candles
- Display Easel
- Red Carpet
- Lattice Dividers
- Wood Podium

FRAME TENTS

- TENTS**
- Main Tent
 - Marquee/Covered Walkway
 - Catering Prep Tent

- ACCESSORIES**
- Solid/Window Walls
 - Pole Covers/ Drapes
 - Glass Double Doors

- ELECTRICAL**
- Lighting
 - Generators
 - Heating/Air

- TENT ACTIVITIES**
- Dance Floor
 - Head Table Stage
 - Band Stage
 - Cake Table

PROFESSIONAL SERVICES

- CAD Drawings
- Delivery & Pickup
- Setup and Breakdown
- Site Visit
- Expert Installation
- Experience Advice
- Permits
- Safety Features
- Tent Graphics

WEDDING RECEPTION

SEATING

- TABLES**
- Rectangular
 - Cocktail
 - Round
 - Children's
- CHAIRS**
- Samsonite Folding
 - Chivari
 - Garden Folding
 - Children's
- LINENS**
- Tablecloths
 - Chair Covers
 - Overlays
 - Napkins
- CHINA**
- Bread Plate
 - Dinner Plate

WEDDING RECEPTION (CONT...)

- CHINA (cont...)**
- Salad Plate
 - Bowl
 - Beverage Glasses
 - Dessert Plate
 - Cup and Saucer

- FLATWARE**
- Salad Fork
 - Dinner Knife
 - Butter Knife
 - Dinner Fork
 - Teaspoon
 - Serving

- BANQUET EQUIPMENT**
- Fountain
 - Chafers
 - Crystal Salt/Pepper Shakers
 - Punch Bowl
 - Trays
 - Chocolate Fountain
 - Coffee Maker
 - Sugar Caddy
 - Carving Station

BAR SERVICE

- TABLES**
- Bar Table
 - Cocktail
 - Portable Bar
 - Bar Stools

- LINENS**
- Tablecloths
 - Napkins
 - Skirting

- BARWARE**
- All Purpose Goblet/Beverage
 - Beer/Mug/Pilsner
 - Hi Ball
 - Red/White Wine
 - Martini
 - Champagne Flute
 - Punch Cup
 - Margarita

- SERVICE EQUIPMENT**
- Ice Chests/Scoops
 - Pitchers
 - Punch Bowls/Ladle
 - Frozen Drink Machine
 - Passing Trays
 - 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
 - Coffee Service
 - Plates/Forks
 - Waiter Trays
 - Napkins

AUDIO VISUAL

- Karaoke Machine
- Spot Light Ball
- Microphone – Wired/Wireless/Lapel
- Speakers/Speaker Stands
- Projector
- Screen
- Sound System
- Uplighting