

Corporate Rental Checklist

CORPORATE EVENT

Location: _____

Date: _____

FRAME TENTS

Tents

- Main Event Tent
- Catering Prep Tent
- Marquee/Covered Walkway

Tent Accessories

- Solid/Window Walls
- Pole Leggings/Drapes
- Italian / Cafe Lights
- Perimeter Lighting
- Chandeliers
- Carpet / Astroturf
- Heaters
- Fans
- Generators
- French Doors
- Drapery
- Air Conditioning

EVENT NEEDS

Tables

- 6' or 8' Rectangular
- 3' or 5' Square
- Children's Table
- Cocktail
- Round
- Gift Table

Chairs

- White Folding Chair
- Black Folding Chair
- Brown Folding Chair
- White Drake Chair
- Fruitwood Drake Chair
- Chiavari Chair
- Driftwood Chair
- Barstools

China

- Dinner Plate
- Salad Plate
- Dessert Plate
- B&B Plate
- Bowls
- Chargers

Flatware

- Dinner Fork
- Dinner Knife
- Salad Fork
- Cocktail Fork
- Dessert Fork
- Teaspoon
- Soup Spoon
- B&B Knife

Linens & Decor

- Tablecloths
- Skirting
- Napkins
- Chair Covers
- Table Markers
- Gold & Silver Votives
- Lanterns
- Glass Vases

Miscellaneous Items

- Pipe & Drape
- Crowd Control Fencing
- Stanchions with Rope
- Chair Covers
- Table Markers
- Gold & Silver Votives
- Easels
- Glass Vases

BAR SERVICE

Tables/ Bars

- Classic White Bar
- Wine Barrel Bar
- Pallet Bar
- 6' & 8' Standard Bar
- Cocktail Tables
- Fill-N-Chill Table

Glassware

- Wine Glass
- Hi Ball
- Pilsner
- Champagne Glass
- Double Old Fashion
- Hurricane

Service Equipment

- Punch Bowls / Ladles
- Wine Trough
- Pitchers / Ice Chests
- Trash Can with Linens

FOOD SERVICE

Tables

- Rectangular
- Round
- Square
- Serpentine

Linens

- Tablecloth
- Skirting

Serving Pieces

- Silver / SS Chafers
- Waiter's Tray / Stands
- Serving Platters
- Drink Dispensers
- Plate Warmer
- Cream & Sugar Set
- Salt & Pepper Set
- Tiered Trays
- Coffee Urns
- Cambros

AUDIO & VISUAL

- Indoor/Outdoor Staging
- Freedom Par Uplighting
- Projector
- 49" Smart LED TV
- TV Tent Rafter Mount
- Podium
- Sound Systems
- Microphones
- Projector Screen
- Microphones
- Mixer Board
- Fog / Bubble Machine

NOTES
