

Wedding Rental Checklist

CEREMONY

Location: _____

Date: _____

CEREMONY SEATING

- | | |
|--|--|
| <input type="checkbox"/> White Folding Chair | <input type="checkbox"/> Fruitwood Drake Chair |
| <input type="checkbox"/> Black Folding Chair | <input type="checkbox"/> Gold Chiavari Chair |
| <input type="checkbox"/> Brown Folding Chair | <input type="checkbox"/> Silver Chiavari Chair |
| <input type="checkbox"/> White Drake Chair | <input type="checkbox"/> White Chiavari Chair |

CEREMONY DECOR

- | | |
|---|---|
| <input type="checkbox"/> Wooden Arbor | <input type="checkbox"/> Unity Candelabra |
| <input type="checkbox"/> Wedding Arch / Columns | <input type="checkbox"/> Unity Lighter |
| <input type="checkbox"/> Guest Registry Table | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Welcome Sign Easel | <input type="checkbox"/> Drapery |

WEDDING RECEPTION

Location: _____

Date: _____

FRAME TENTS

Tents

- | | |
|---|--|
| <input type="checkbox"/> Main Event Tent | <input type="checkbox"/> Marquee/Covered Walkway |
| <input type="checkbox"/> Catering Prep Tent | |

Tent Accessories

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Solid/Window Walls | <input type="checkbox"/> Heaters |
| <input type="checkbox"/> Pole Leggings/Drapes | <input type="checkbox"/> Fans |
| <input type="checkbox"/> Italian / Cafe Lights | <input type="checkbox"/> Generators |
| <input type="checkbox"/> Perimeter Lighting | <input type="checkbox"/> French Doors |
| <input type="checkbox"/> Chandeliers | <input type="checkbox"/> Drapery |

RECEPTION NEEDS

Tables

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> 6' or 8' Rectangular | <input type="checkbox"/> Cocktail |
| <input type="checkbox"/> 3' or 5' Square | <input type="checkbox"/> Round |
| <input type="checkbox"/> Children's | <input type="checkbox"/> Gift Table |

Chairs

- | | |
|--|--|
| <input type="checkbox"/> White Folding Chair | <input type="checkbox"/> Fruitwood Drake Chair |
| <input type="checkbox"/> Black Folding Chair | <input type="checkbox"/> Chiavari Chair |
| <input type="checkbox"/> Brown Folding Chair | <input type="checkbox"/> Driftwood Chair |
| <input type="checkbox"/> White Drake Chair | <input type="checkbox"/> Barstools |

China

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Dinner Plate | <input type="checkbox"/> B&B Plate |
| <input type="checkbox"/> Salad Plate | <input type="checkbox"/> Bowls |
| <input type="checkbox"/> Dessert Plate | <input type="checkbox"/> Chargers |

Flatware

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Dinner Fork | <input type="checkbox"/> Dessert Fork |
| <input type="checkbox"/> Dinner Knife | <input type="checkbox"/> Teaspoon |
| <input type="checkbox"/> Salad Fork | <input type="checkbox"/> Soup Spoon |
| <input type="checkbox"/> Cocktail Fork | <input type="checkbox"/> B&B Knife |

WEDDING RECEPTION (cont.)

Linens & Decor

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Tablecloths | <input type="checkbox"/> Table Markers |
| <input type="checkbox"/> Skirting | <input type="checkbox"/> Gold & Silver Votives |
| <input type="checkbox"/> Napkins | <input type="checkbox"/> Lanterns |
| <input type="checkbox"/> Chair Covers | <input type="checkbox"/> Glass Vases |

BAR SERVICE

Tables/ Bars

- | | |
|--|---|
| <input type="checkbox"/> Classic White Bar | <input type="checkbox"/> 6' & 8' Standard Bar |
| <input type="checkbox"/> Wine Barrel Bar | <input type="checkbox"/> Cocktail Tables |
| <input type="checkbox"/> Pallet Bar | <input type="checkbox"/> Fill-N-Chill Table |

Glassware

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Wine Glass | <input type="checkbox"/> Champagne Glass |
| <input type="checkbox"/> Hi Ball | <input type="checkbox"/> Double Old Fashion |
| <input type="checkbox"/> Pilsner | <input type="checkbox"/> Hurricane |

Service Equipment

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Punch Bowls / Ladles | <input type="checkbox"/> Pitchers |
| <input type="checkbox"/> Wine Trough | <input type="checkbox"/> Ice Chests |

FOOD SERVICE

Tables

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Rectangular | <input type="checkbox"/> Square |
| <input type="checkbox"/> Round | <input type="checkbox"/> Serpentine |

Linens

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Tablecloth | <input type="checkbox"/> Skirting |
|-------------------------------------|-----------------------------------|

Serving Pieces

- | | |
|---|--|
| <input type="checkbox"/> Silver / SS Chafers | <input type="checkbox"/> Cream & Sugar Set |
| <input type="checkbox"/> Waiter's Tray / Stands | <input type="checkbox"/> Salt & Pepper Set |
| <input type="checkbox"/> Serving Platters | <input type="checkbox"/> Tiered Trays |
| <input type="checkbox"/> Drink Dispensers | <input type="checkbox"/> Coffee Urns |

Cake Service

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Cake Table | <input type="checkbox"/> Cake & Knife Set |
| <input type="checkbox"/> Cake Stands | <input type="checkbox"/> Serving Tray |

AUDIO & VISUAL

- | | |
|---|---|
| <input type="checkbox"/> Indoor/Outdoor Staging | <input type="checkbox"/> Sound Systems |
| <input type="checkbox"/> Freedom Par Uplighting | <input type="checkbox"/> Microphones |
| <input type="checkbox"/> Projector | <input type="checkbox"/> Projector Screen |

NOTES
