

# { S & B Rental Order Checklist }

-TENT {size} \_\_\_\_\_  
 Did Eventworks measure \_\_\_\_\_  
 Turn Sprinklers off \_\_\_\_\_  
 -TENT LINER \_\_\_\_\_  
 -POLE DRAPES \_\_\_\_\_  
 -SIDEWALLS \_\_\_\_\_  
 - HEAT OR AIR \_\_\_\_\_  
 - PLAN B \_\_\_\_\_  
 -LIGHTING \_\_\_\_\_  
 - UPLIGHTING \_\_\_\_\_  
 - PIN SPOTS \_\_\_\_\_  
 -GENERATOR \_\_\_\_\_  
 - RESTROOM TRAILER \_\_\_\_\_  
 -BAND STAGE \_\_\_\_\_  
 12x16 | 12X24 | 16X20  
     STAIRS \_\_\_\_\_  
     SKIRT OR FACADE \_\_\_\_\_  
 BAND TENT \_\_\_\_\_  
     TABLES | CHAIRS \_\_\_\_\_  
     SIDEWALLS \_\_\_\_\_  
 -DANCE FLOOR \_\_\_\_\_  
     POLE PIECE? \_\_\_\_\_  
 20X20 20X24 24X24  
 TABLES & LINENS  
 -COCKTAIL 36" \_\_\_\_\_  
     32" {tied} \_\_\_\_\_  
     SASHES \_\_\_\_\_  
     120" {not tied} \_\_\_\_\_  
 -36" ROUND \_\_\_\_\_  
     {96"} \_\_\_\_\_  
 -48" ROUND \_\_\_\_\_  
     {108"} \_\_\_\_\_  
 -60" ROUND \_\_\_\_\_  
     {120"} \_\_\_\_\_  
 -CHAIRS \_\_\_\_\_  
     CEREMONY \_\_\_\_\_  
     COCKTAIL \_\_\_\_\_  
     RECEPTION \_\_\_\_\_  
 -BAR STOOLS \_\_\_\_\_  
 -72" ROUND \_\_\_\_\_  
     {132"} \_\_\_\_\_  
 -6' BANQUET \_\_\_\_\_  
     {90x132"} \_\_\_\_\_  
 -3x8' BANQUET \_\_\_\_\_  
     {90x156"} \_\_\_\_\_  
 -4x8' KING \_\_\_\_\_  
     {108x156"} \_\_\_\_\_  
 -NAPKINS \_\_\_\_\_

-LOUNGE  
     COUCH \_\_\_\_\_  
     CHAIR{S} \_\_\_\_\_  
     COFFEE TABLE \_\_\_\_\_  
     END TABLES \_\_\_\_\_  
 -BAR \_\_\_\_\_  
 -BAR BACK TABLE \_\_\_\_\_  
 - BAR BACK LINEN \_\_\_\_\_  
 -GLASSWARE SHELVES \_\_\_\_\_  
 -GLASSWARE  
     WATER GOBLET \_\_\_\_\_  
     RED WINE \_\_\_\_\_  
     WHITE WINE \_\_\_\_\_  
     UNIVERSAL WINE \_\_\_\_\_  
     HIGHBALL \_\_\_\_\_  
     OLD FASHIONED \_\_\_\_\_  
     CHAMPAGNE \_\_\_\_\_  
     MARTINI \_\_\_\_\_  
 -CHAMPAGNE WALL \_\_\_\_\_  
 CATERING TENT \_\_\_\_\_  
     TABLES \_\_\_\_\_  
     SIDEWALLS \_\_\_\_\_  
     LIGHTING \_\_\_\_\_  
 -CHINA  
     APP PLATE \_\_\_\_\_  
     SALAD PLATE \_\_\_\_\_  
     DINNER PLATE \_\_\_\_\_  
     CAKE PLATE \_\_\_\_\_  
     BREAD PLATE \_\_\_\_\_  
 -CHARGERS \_\_\_\_\_  
 -FLATWARE  
     FORK \_\_\_\_\_  
         SALAD \_\_\_\_\_  
         DINNER \_\_\_\_\_  
         CAKE \_\_\_\_\_  
     KNIFE \_\_\_\_\_  
     SPOON \_\_\_\_\_

\*\* confirm delivery and pick date

Did venue approve?

\*\* note when final payment is due

