



**GATHER & GROW**  
RESIDENTIAL SERVICES

## EQUIPMENT INVENTORY & CHECKLIST

This Equipment Inventory & Checklist is used to track all items included in the rental package and to ensure all equipment is accounted for before and after each event.

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### 1. CLIENT INFORMATION

Client Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Location: \_\_\_\_\_

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### 2. EQUIPMENT LIST (TO BE COMPLETED AT PICKUP/DELIVERY)

#### Movie Night Essentials

- 20ft Inflatable Movie Screen
  - Blower for Screen
  - Screen Stakes / Anchors
  - Extension Cords
  
  - Projector
  - Projector Remote
  - HDMI / Connection Cables
  - Projector Stand / Table
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## Seating & Comfort

- Blow-Up Chairs (Qty: \_\_\_\_)
  - Floor Pillows (Qty: \_\_\_\_)
  - Fleece Blankets (Qty: \_\_\_\_)
  - Bamboo Folding Tables (Qty: \_\_\_\_)
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## Lighting & Ambiance

- LED String Lights
  - Poles / Stakes for Lights
  - Power Connections
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## Concessions

- Popcorn Machine
  - Popcorn Supplies (kernels, bags, oil, etc.)
  - Serving Accessories
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## Additional Items

- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
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## 3. PRE-RENTAL INSPECTION (COMPANY)

- All equipment present and accounted for
- Equipment clean and in working condition
- No visible damage

Notes: \_\_\_\_\_

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#### 4. POST-RENTAL INSPECTION (COMPANY)

- All equipment returned
- Equipment clean
- No damage or missing items

If issues are found, describe below:

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#### 5. CLIENT ACKNOWLEDGMENT

Client acknowledges receipt of the listed equipment and agrees to return all items in the same condition.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_