

RENTER DAY OF EVENT TIMELINE

Due 30 Days Before Your Event

NAME OF RENTER _____ PHONE NUMBER _____

DATE OF EVENT _____ HOW MANY GUESTS DO YOU HAVE ATTENDING _____

WHAT TIME DOORS OPEN FOR SET UP ON DAY OF EVENT? _____

VENDORS MUST SET-UP BY 3:00 PM AND HAVE DOORS CLOSED

1. HAVE YOU RENTED OTHER CHAIRS YES OR NO (YOUR RENTAL COMPANY MUST MOVE OUR CHAIRS.)
2. WHAT TIME DOES GUEST PARTY BEGIN _____ WHAT TIME DOES PARTY END _____
3. WHAT TIME DOES ALCOHOL BAR OPEN _____ WHAT TIME DOES BAR CLOSE _____
4. WHAT TIME IS DINNER SERVED _____
5. ARE YOU USING REAL CHINA PLATES? YES OR NO If You use China plates you will need more help!
6. WHAT TIME ARE BUSSER TRASH ATTENDANTS IN? _____ OUT TIME? _____ 1 HOUR AFTER EVENT IS MANDATORY
7. WHO IS YOUR CATERER _____
8. WHO IS YOUR DECORATOR _____ EMAIL ADDRESS _____
9. DO YOU HAVE A RENTED DANCE FLOOR? YES OR NO
10. DO YOU HAVE A BAND? YES OR NO
11. **DID YOU PAY US FOR AV SERVICE YES OR NO? IF NOT PAID YOU WILL NOT HAVE THE AV SERVICE**
12. **NUMBER OF RECTANGLE TABLES #** _____ **13. NUMBER OF ROUND TABLES #** _____
14. **NUMBER OF CHAIRS PER TABLE #** _____ **15. NUMBER OF HIGH-TOPS** _____ **MAX. 6**
16. **NUMBER OF CAKE TABLES** _____ **MAX. 2**