

PARTY RENTAL CHECKLIST

Tables & Chairs

- ☐ 4 FT Rectangle Plastic Table
- ☐ 6FT Rectangle Plastic Table
- ☐ 8 FT Rectangle Plastic Table
- ☐ Cocktail/Bar Height Plastic Table
- ☐ 5 Ft Round Plastic Table
- ☐ 5 Ft Wood Table
- ☐ 9FT Farm Wood Table
- ☐ Picnic Wood Table
- ☐ Regular Plastic Folding Chair (Black or White)
- ☐ Luxury Resin Padded Folding Chair (Black or White)
- ☐ Wood X Back/Crossback Chair
- ☐ Clear Ghost Chair

Tabletop

- ☐ Charger Plate/Placemat
- ☐ Dinner/Appetizer/Salad/Dessert Plate
- ☐ Bowl
- ☐ Cutlery (Spoon, Fork, Knife, Steak Knife)
- ☐ Water Goblet
- ☐ Champagne Flute
- ☐ Wine Glass
- ☐ Shot Glass
- ☐ Coffee/Tea Mug & Saucer Plate
- ☐ Menu/Table Number
- ☐ Centerpiece

Specialty Tables

- ☐ Sweetheart Table
- ☐ Memory Table
- ☐ Cake/Dessert Table
- ☐ Guest Book Table
- ☐ Gift Table
- ☐ Food Table

Serveware

- ☐ Display Table, Wall, Cart, Pedestal, Other
- ☐ Chafing Dishes
- ☐ Food Display Trays/Stands/Etc.
- ☐ Drink Cooler
- ☐ Drink Dispenser (Hot or Cold)
- ☐ Serving Utensils
- ☐ Bar
- ☐ Bar Back

Outdoor

- ☐ Tent
- ☐ Umbrellas
- ☐ Heating/Cooling
- ☐ Lighting
- ☐ Dance Floor
- ☐ Trash Cans
- ☐ Speaker & Microphone (AV)
- ☐ Yard Games

Signage

- ☐ Easels
- ☐ Floor Signs
- ☐ Backdrop Decor Sign
- ☐ Easel Sign

Linens

- ☐ Regular Floor Length Tablecloths (Black or Ivory or White)
- ☐ Spandex Table (Black or White)
- ☐ Napkins
- ☐ Table Runners

Accent Decor

- ☐ Wedding Arch/Ceremony Decor
- ☐ Backdrop Decor
- ☐ Marquee Letters & Numbers
- ☐ Balloons, Florals, Candles, Other
- ☐ Pipe of Drape

Kids Rentals

- ☐ Kids Plastic Rectangle Table
- ☐ Luxury Resin Padded Folding Chair (White)
- ☐ Bubble House

Other

- ☐ Accent Seating
- ☐ Accent Tables, Shelves, Furniture
- ☐ Rugs, Blankets, Throw Pillows