Mindset Etiquette

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Wedding Rental Checklist

REHEARSAL DINNER PARTY

LOCATION _____
DATE _____

GUEST SEATING

TABLES
- ☐ Rectangular
- ☐ Round
- ☐ Square
- ☐ Cocktail
- ☐ Children's

CHAIRS
- ☐ White Folding
- ☐ White Resin Padded
- ☐ Gold Chiavari
- ☐ Black Folding
- ☐ Brown Folding
- ☐ Children's

LINENS
- ☐ Tablecloths
- ☐ Overlays
- ☐ Chair Covers
- ☐ Napkins

CHINA
- ☐ B&B Plate
- ☐ Salad Plate
- ☐ Salad Bowl
- ☐ Dinner Plate
- ☐ Dessert Plate
- ☐ Charger Plate
- ☐ Cup & Saucer
- ☐ Soup Cup

FLATWARE
- ☐ Salad Fork
- ☐ Dinner Fork
- ☐ BB Knife
- ☐ Dinner Knife
- ☐ Teaspoon
- ☐ Soup Spoon
- ☐ Dessert Fork

GLASSWARE
- ☐ Water
- ☐ Wine
- ☐ Iced Tea Glass
- ☐ Irish Coffee Mug

BANQUET EQUIPMENT
- ☐ Chaffing Dishes
- ☐ Coffee Urns
- ☐ Punch Bowl
- ☐ Beverage Fountain
- ☐ Carving Station
- ☐ Trays
- ☐ Cream & Sugar
- ☐ Salt & Pepper
- ☐ Table # & Stand

BAR SERVICE

TABLES
- ☐ Portable Bar
- ☐ Bar Stools
- ☐ Cocktail
- ☐ Fill & Chill
- ☐ Bar Table

LINEN
- ☐ Tablecloths
- ☐ Napkins
- ☐ Skirting

BARWARE
- ☐ Wine
- ☐ Martini
- ☐ Hi Ball
- ☐ Champagne
- ☐ Beer Pilsner
- ☐ Beer Mug
- ☐ Punch Cup
- ☐ Margarita
- ☐ Shot Glasses
- ☐ Pina Colada

SERVICE EQUIPMENT
- ☐ Punch Bowls/Ladle
- ☐ Pitchers
- ☐ Wine Carafes
- ☐ Frozen Drink Machine
- ☐ Ice Chests/Scoops
- ☐ Trash Cans
- ☐ Bar Caddy

FOOD SERVICE

SERVICE EQUIPMENT
- ☐ Prep Tables
- ☐ Wait Trays/Stands
- ☐ Plate Covers
- ☐ Cambros
- ☐ Convection Oven
- ☐ Proofing Box
- ☐ Grills
- ☐ Chaffing Dishes
- ☐ Thermo-vat
- ☐ Trash Cans

AUDIO VISUAL

- ☐ Microphone
- ☐ Speakers/Stands
- ☐ Movie Screen
- ☐ Projector
- ☐ Sound System

CEREMONY

LOCATION _____
DATE _____

CEREMONY SEATING

- ☐ White Folding
- ☐ Black Folding
- ☐ Gold Chiavari
- ☐ Brown Folding
- ☐ White Resin Padded
- ☐ Children's

CEREMONY DÉCOR

- ☐ Wedding Arch
- ☐ Chair Covers w/Sash
- ☐ Columns
- ☐ Kneeling Bench
- ☐ Candelabras
- ☐ Podium
- ☐ Candelabra Lighter
- ☐ Aisle Runner
- ☐ Easel
- ☐ Lattice Dividers

FRAME TENTS

TENTS
- ☐ Main Tent
- ☐ Marquee/Covered Walkway
- ☐ Catering Prep Tent

ACCESSORIES
- ☐ Solid/Window Walls
- ☐ Pole Covers/Drapes

ELECTRICAL
- ☐ Globe Lights
- ☐ Heater
- ☐ Chandeliers
- ☐ Fan
- ☐ Paper Lanterns
- ☐ Generators

TENT ACTIVITES
- ☐ Dance Floor
- ☐ Band Stage
- ☐ Cake Table
- ☐ Head Table Stage

WEDDING RECEPTION

LOCATION _____
DATE _____

RECEPTION SEATING

TABLES
- ☐ Rectangular
- ☐ Round
- ☐ Square
- ☐ Cocktail
- ☐ Children's

CHAIRS
- ☐ White Folding
- ☐ White Resin
- ☐ Gold Chiavari
- ☐ Black Folding
- ☐ Brown Folding
- ☐ Children's

LINENS
- ☐ Tablecloths
- ☐ Overlays
- ☐ Chair Covers
- ☐ Napkins

CHINA
- ☐ B&B Plate
- ☐ Salad Plate
- ☐ Salad Bowl
- ☐ Dinner Plate
- ☐ Dessert Plate
- ☐ Charger Plate
- ☐ Cup & Saucer
- ☐ Soup Cup

FLATWARE
- ☐ Salad Fork
- ☐ Dinner Fork
- ☐ BB Knife
- ☐ Dinner Knife
- ☐ Teaspoon
- ☐ Soup Spoon
- ☐ Dessert Fork

BANQUET EQUIPMENT
- ☐ Chaffing Dishes
- ☐ Coffee Urns
- ☐ Punch Bowl
- ☐ Beverage Fountain
- ☐ Carving Station
- ☐ Trays
- ☐ Cream & Sugar
- ☐ Salt & Pepper
- ☐ Table # & Stand

BAR SERVICE

TABLES
- ☐ Portable Bar
- ☐ Bar Stools
- ☐ Cocktail
- ☐ Fill & Chill
- ☐ Bar Table

WEDDING RECEPTION (CONT...)

LINEN
- ☐ Tablecloths
- ☐ Napkins
- ☐ Skirting

BARWARE
- ☐ Wine
- ☐ Martini
- ☐ Hi Ball
- ☐ Champagne
- ☐ Beer Pilsner
- ☐ Beer Mug
- ☐ Punch Cup
- ☐ Margarita
- ☐ Shot Glasses
- ☐ Pina Colada

SERVICE EQUIPMENT
- ☐ Punch Bowls/Ladle
- ☐ Pitchers
- ☐ Wine Carafes
- ☐ Frozen Drink Machine
- ☐ Ice Chests/Scoops
- ☐ Bar Caddy
- ☐ Trash Cans

FOOD SERVICE buffet style

BUFFET TABLES
- ☐ Rectangular
- ☐ Round
- ☐ Square
- ☐ Serpentine

LINEN
- ☐ Tablecloths
- ☐ Skirting

SERVING PIECES
- ☐ Chaffing Dishes
- ☐ Trays
- ☐ Bowls
- ☐ Utensils

CAKE SERVICE
- ☐ Cake Stand
- ☐ 3 Tier Serving Tray
- ☐ Knife/Server
- ☐ Trays
- ☐ Coffee Service
- ☐ Napkins

AUDIO/VISUAL

- ☐ Microphone
- ☐ Speakers/Stands
- ☐ Movie Screen
- ☐ Projector
- ☐ Sound System
- ☐ Karaoke Machine
- ☐ Up-lighting

PROFESSIONAL SERVICES

- ☐ Site Survey
- ☐ Delivery & Pick Up
- ☐ Party CAD Drawing
- ☐ Expert Installation (Tents, Flooring)
- ☐ Permit if required
- ☐ Safety Features
- ☐ Set Up & Break Down (Tables & Chairs)
- ☐ Experienced Advice

NOTES:

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