

BEST Rentals

EVENT RENTAL CHECKLIST

This is a general checklist to be used for all types of events. Just print this checklist out and fill in the amount you feel you need for each item and bring it in with you when you visit our showroom.

tables		
type	size / shape	amount
guest tables		
cake table(s)		
head table		
buffet tables		
gift tables		
cocktail tables		
patio tables		
other		

chairs		
type	desc.	amount
samsonite folding		
garden folding		
chivari / ballroom		
children's		
bar stools		
other		

linens & chair covers		
type	desc.	amount
tablecloths (floor length)		
tablecloths (lap length)		
overlay toppers		
napkins		
chair covers / sashes		

china		
type	desc.	amount
plate chargers		
dinner plates		
bread plates		
salad plates		
soup bowls / cups		
dessert plates / bowls		
cups / saucers		

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flatware		
type	desc.	amount
dinner forks		
dinner steak knives		
salad forks		
teaspoons		
dessert forks / spoons		

glassware		
type	desc.	amount
water / beverage		
wine		
champagne flute		
punch cups		
rocks		
martini		
other		

food service		
type	desc.	amount
cake stand		
chafing dish		
server with stand		
coffee / tea server		
punch bowl		
cream & sugar		
pitchers		
trays / tray jacks		
grills		

tents		
type	desc.	amount
main reception		
covered walkways		
prep areas (caterer, bartender, dressing)		

games		
type	desc.	amount
inflatable olympics		
moonwalks		
sumo wrestling		



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wedding equipment		
type	desc.	amount
arches		
candlelabras		

other accessories		
type	desc.	amount
side walls		
lighting		
liner / leg drapes		
coffee / tea server		
heating & cooling		
staging		
indoor dance floor		
outdoor dance floor		
staging / carpet		
other		

services		
type	desc.	amount
delivery round trip		
setup and tear down		

for more information:

CALL 9 AM - 5 PM MONDAY THRU FRIDAY & 8 AM - 12 NOON SATURDAY.

PHONE US AT 317-638-3515 TO RESERVE YOUR SPECIAL EVENTS RENTALS TODAY!