

Wedding Rental Checklist

Rehearsal Dinner Party

Location _____
Date _____

Guest Seating

Tables

- Rectangular Square
 Round Children's Size

Chairs

- Samsonite Folding
 Wood Garden Folding
 Chivari / Villa
 Children 'S Size

Linen

- Tablecloths
 Floor Length / Lap Length
 Overlays
 Chair Covers / Sashes / Jackets
 Napkins

China

- Charger Plate Bb Plate
 Dinner Plate Dessert Plate
 Salad Plate Cup & Saucer

Flatware

- Dinner Fork Teaspoon
 Dinner Knife Bb Knife
 Salad Fork Other

Banquet Equipment

- Salt & Pepper
 Cream & Sugar
 Table No. & Stand
 Candles

Bar Service

Tables

- Bar Table Pedestal
 Portable Bar Cocktail
 Bar Back Bar Stools

Linen

- Tablecloths
 Skirting
 Cocktail Napkins

Barware

- All Purpose Goblet
 Beer Mug / Pilsner
 Champagne Flute / Traditional / Tulip
 Hi Ball
 Old Fashioned Double / Single
 Punch Cup
 Red / White Wine

Service Equipment

- Ice Chests / Scoops
 Passing Trays
 Pitchers
 Punch Bowl / Ladle
 Trash Cans

Food Service Seated Dinner

Service Equipment

- Waiter S Tray & Stand
 Plate Covers
 Prep Tables
 Cooking Equipment
 Warming Oven, Fryer, Stove
 Pitchers
 Coffee Service
 Trash Cans

Ceremony

Location _____
Date _____

Ceremony Seating

Chairs

- Samsonite Folding
 White Wood Garden Folding
 Natural Wood Garden Folding
 White Chivari
 Gold Chivari
 Silver Chivari
 Natural Chivari
 Chivari Fruit Wood
 Villa Mahogany

Chair Accessories

- Chivari Cushions
 Color / Style
 Chair Covers
 Jackets
 Sashes

Services

- Cad Room Layout
 Delivery And Pickup
 Setup And Knock Down

Tents Pole | Frame | Structure

Tents

- Main Tent
 Marquee / Covered Walkway
 Catering Prep Tent

Accessories

- Side Walls
 Ceiling Liner
 Leg Drapes
 French Doors

Electrical

- Lighting
 Heat / Air
 Generator

Tent Activities

- Dance Floor
 Band Stage
 Head Table Stage
 Cake Table

Professional Services Provided

- Cad Tent Layout
- Site Visit
- Expert Installation
- Experienced Advice
- Permits
- Safety Features

J & M Party Supply Rentals

1548 Orange Street, Redlands, CA

(909) 793-0515

(909) 435-5585

(877) 875-6727

www.jandmpartysupplyrentals.com

Wedding Reception

Location _____
Date _____

Guest Seating

Tables

- Rectangular Square
 Round Children 'S Size

Chairs

- Samsonite Folding
 Wood Garden Folding
 Chivari / Villa
 Children 'S Size

Linen

- Tablecloths
 Floor Length / Lap Length
 Overlays
 Chair Covers / Sashes / Jackets
 Napkins

China

- Charger Plate Bb Plate
 Dinner Plate Dessert Plate
 Salad Plate Cup & Saucer

Flatware

- Dinner Fork Teaspoon
 Dinner Knife Bb Knife
 Salad Fork Other

Banquet Equipment

- Salt & Pepper
 Cream & Sugar
 Table No. & Stand
 Candles

Bar Service

Tables

- Bar Table Pedestal
 Portable Bar Cocktail
 Bar Back Bar Stools

Linen

- Tablecloths Skirting
 Cocktail Napkins

Barware

- All Purpose Goblet
 Beer Mug / Pilsner
 Champagne Flute / Traditional / Tulip
 Hi Ball
 Old Fashioned Double / Single
 Punch Cup
 Red / White Wine

Service Equipment

- Ice Chests / Scoops Trays
 Punch Bowl / Ladle Pitchers
 Trash Cans

Food Service Buffet Style

Buffet Tables

- Rectangular Round
 Square Serpentine

Linen

- Tablecloths Skirting

Serving Pieces

- Chafing Dishes Bowls
 Trays Utensils

Cake Service

- Silver Plateau Knife/server
 Plates/forks Coffee Service
 Waiter Trays Napkins