Wedding Rental Checklist

Rehearsal Dinner Party		Ceremony	Wedding Reception	
Location		Location	Location	
Date		Date	Date	
Guest Seating		Ceremony Seating	Guest Se	ating
Tables	9	Chairs	Tables	
☐ Rectangular	☐ Square	☐ Samsonite Folding	Rectangular	☐ Square
☐ Round	☐ Children's Size	☐ White Wood Garden Folding	Round	☐ Children 'S Size
Chairs		☐ Natural Wood Garden Folding ☐ White Chivari	Chairs	
☐ Samsonite Folding		☐ Gold Chivari	☐ Samsonite Folding	
☐ Wood Garden Foldi	ng	☐ Silver Chivari	☐ Wood Garden Folding ☐ Chivari / Villa	
☐ Chivari / Villa ☐ Children 'S Size		☐ Natural Chivari	☐ Children 'S Size	
Linen		☐ Chivari Fruit Wood☐ Villa Mahogany	Linen	
□ Tablecloths		Chair Accessories	□ Tablecloths	
Floor Length / Lap Length		☐ Chivari Cushions	Floor Length / Lap Length	
□ Overlays		Color / Style	☐ Overlays	
☐ Chair Covers / Sashes / Jackets		☐ Chair Covers ☐ Jackets	☐ Chair Covers / Sashes / Jackets	
Napkins		☐ Sashes	Napkins	
China ☐ Charger Plate	☐ Bb Plate	Services	China ☐ Charger Plate	☐ Bb Plate
☐ Dinner Plate	☐ Dessert Plate	☐ Cad Room Layout	☐ Dinner Plate	☐ Dessert Plate
☐ Salad Plate	☐ Cup & Saucer	☐ Delivery And Pickup☐ Setup And Knock Down	☐ Salad Plate	☐ Cup & Saucer
Flatware	,	☐ Setup And Knock Down	Flatware	
□ Dinner Fork	☐ Teaspoon		☐ Dinner Fork	☐ Teaspoon
☐ Dinner Knife	☐ Bb Knife	Tents Pole Frame Structure	☐ Dinner Knife	☐ Bb Knife
☐ Salad Fork	☐ Other	Tents	☐ Salad Fork	☐ Other
Banquet Equipment ☐ Salt & Pepper		☐ Main Tent☐ Marquee / Covered Walkway	Banquet Equipment ☐ Salt & Pepper	
☐ Cream & Sugar		☐ Catering Prep Tent	☐ Cream & Sugar	
☐ Table No. & Stand		Accessories	☐ Table No. & Stand	
□ Candles		☐ Side Walls ☐ Ceiling Liner	☐ Candles	
Bar Ser	vice	☐ Leg Drapes	Bar Sei	vice
Tables		☐ French Doors	Tables	
☐ Bar Table	☐ Pedestal	Electrical	☐ Bar Table	☐ Pedestal
☐ Portable Bar	☐ Cocktail	☐ Heat / Air	☐ Portable Bar	□ Cocktail
☐ Bar Back	■ Bar Stools	☐ Generator	☐ Bar Back	☐ Bar Stools
Linen		Tent Activities	Linen ☐ Tablecloths	☐ Skirting
☐ Tablecloths		☐ Dance Floor☐ Band Stage	☐ Cocktail Napkins	□ Skirting
☐ Skirting☐ Cocktail Napkins		☐ Head Table Stage	Barware	
Barware		☐ Cake Table	☐ All Purpose Goblet	
☐ All Purpose Goblet		Professional Services Provided • Cad Tent Layout	☐ Beer Mug / Pilsner	
☐ Beer Mug / Pilsner		• Site Visit	☐ Champagne Flute / 1	raditional / Tulip
☐ Champagne Flute / Traditional / Tulip		Expert Installation	☐ Hi Ball☐ Old Fashioned Double / Single☐	
☐ Hi Ball ☐ Old Fashioned Double / Single		Experienced Advice Permits	☐ Punch Cup	ie / Siligie
☐ Punch Cup	ble / Sillgle	Safety Features	Red / White Wine	
☐ Red / White Wine			Service Equipment	
Service Equipment			☐ Ice Chests / Scoops	☐ Trays
☐ Ice Chests / Scoops			☐ Punch Bowl / Ladle	☐ Pitchers
☐ Passing Trays		J & M Party Supply Rentals	☐ Trash Cans	
☐ Pitchers ☐ Punch Bowl / Ladle		o will alty oupply Nortals	Food Service	Buffet Style
☐ Trash Cans		1548 Orange Street, Redlands, CA	Buffet Tables	
		•	Rectangular	Round
Food Service	Seated Dinner	(909) 793-0515	Square	☐ Serpentine
Service Equipment		(909) 435-5585	Linen ☐ Tablecloths	□ Skirting
☐ Waiter S Tray & Stand		(877) 875-6727		☐ Skirting
☐ Plate Covers☐ Prep Tables		www.jandmpartysupplyrentals.com	Serving Pieces Chafing Dishes	☐ Bowls
☐ Cooking Equipment	t		☐ Trays	☐ Utensils
Warming Oven, Fry			Cake Service	
	CI, Stove			
☐ Pitchers	ci, stove		☐ Silver Plateau	☐ Knife/server
☐ Coffee Service ☐ Trash Cans	ci, 3000C		☐ Silver Plateau ☐ Plates/forks ☐ Waiter Trays	☐ Knife/server☐ Coffee Service☐ Napkins