



## Wedding Planning Guide

Name \_\_\_\_\_

Event Date/Time \_\_\_\_\_

Location \_\_\_\_\_

Guest Count \_\_\_\_\_

**Tent Size** \_\_\_\_\_

Options: Frame, Pole, Clear, Frame Liner

### **Rentals to consider...**

#### **Tables:**

- head table(s)
- buffet (serpentine or banquet)
- bar/drink stations
- cake table
- gift, DJ, display tables
- guest book table
- sweetheart table
- round or banquet seating
- caterers tables
- cocktail/pedestal

**Chairs:**

White garden chair w/ padded seat

White, brown, or black plastic folding

Will you need chairs for both the ceremony and reception?

**Lighting:**

- Perimeter
- Swag (rope lighting in white fabric)
- Asian Lanterns      Color \_\_\_\_\_ Number \_\_\_\_\_
- Specialty: LED, Par Up Lighting, GOBO, Pin Spot
- Lamp Posts
- Trac (for caterer)
- Dance Floor
- Dimmer

**Dance Floor and Staging:**

- 3x3 Sections Teak Wood Dance Floor
- 4x4 Sections Baltimore Cherry Dance Floor
- 4x4 Black Stage Sections w/ black skirting (12"-48" High)
- Stage Stairs (for over 12" high)

**Heating and Cooling:**

- Patio Heater (not for tent use)
- Tent Propane Heater
- Fans
- Evaporative Cooler

**Pole Covers:**

- Side pole drapes
- Center pole covers (can be lighted)

**Side Walls:**

- Solid
- Clear
- French Window

- Mesh

**Other:**

- Garden Arch
- White or Natural Picket Fencing
- Generator
- Frame Tent Liner
- Black Carpet Flooring
- Candelabras