

Wedding Weekend 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

(972) 381-8000

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(800) 452-0043

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DUCKY-BOB'S

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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