

WEDDING RENTAL CHECKLIST

CEREMONY

- Seating
- Arch
- Draping For Arch
- Signing Table (4 Foot Table
With Linen Or Vintage Table)
- Easel(s)
- Speaker & Mic (If no DJ)
- Aisle Markers
- Wine Barrels
- Aisle Runner
- Cocktail Tables

NOTES

WEDDING RENTAL CHECKLIST

COCKTAIL HOUR

- Cocktail Tables 1 Per 10 Guests
- Cocktail Table Linens -
120" or Spandex
- Yard Game Set
- Portable Bar
- Speaker
- Glassware
- Champagne / Mimosa Wall

RECEPTION GUEST TABLES

- Round/ Rectangle Tables
- Linens (See Linen Guide For
More Information)
- Chairs / Chair Covers
- Napkins
- Table Runner
- Centerpiece
- Charger Plate
- Champagne / Mimosa Wall

NOTES

WEDDING RENTAL CHECKLIST

RECEPTION

GUEST TABLES

- Round/ Rectangle Tables
- Linens (See Linen Guide For More Information)
- Chairs / Chair Covers
- Napkins
- Table Runner
- Wine Glass
- Water Glass
- Water Carafe
- Charger Plate
- Centerpiece
- Votives
- Name Card Holders
- Chair Ties

NOTES

WEDDING RENTAL CHECKLIST

RECEPTION

HEAD TABLE

- Rectangle/ Sweetheart Table
- Linens (See Linen Guide For More Information)
- Chairs / Chair Covers
- Napkins
- Table Runner
- Wine Glass
- Water Glass
- Water Carafe
- Charger Plate
- Centerpiece
- Votives
- Name Card Holders
- Chair Ties
- Backdrop

NOTES

WEDDING RENTAL CHECKLIST

RECEPTION OTHER LINENS & TABLES

- Guest Book Table
- Gift Table
- Catering Tables (3)
- Dessert Table
- Coffee / Tea Table
- DJ Table
- Cake Table
- Mix Table
- Other Tables Such as Candy Bar, Memory Table, Popcorn Table Etc.
- Don't forget both the table and linen for each!

NOTES

WEDDING RENTAL CHECKLIST

RECEPTION

OTHER RENTALS

- Podium
- High Chairs
- DIY DJ Kit
- Ceiling Draping
- Wall Draping
- Backdrop Behind Cake &
Guest Book Table
- Uplights
- String Lights
- Marquee Letters
- Portable Bar
- Easel (s)
- Greenery Hoops

NOTES