

# Tent Checklist

## Wedding Ceremony

Location \_\_\_\_\_  
Date \_\_\_\_\_

### Tent

- Tent**  
 Main Tent       Dressing Tent  
 Marquee/Covered Walkway

### Accessories

- Side Walls  
 Ceiling Liner  
 Leg Drapes  
 French Doors

### Electrical

- Lighting  
 Heat/Air  
 Generator

## Ceremony Seating

### Chairs

- Blue Folding Chair  
 Brown Folding Chair  
 White with Chrome Folding Chair  
 White Arch Fan Back  
 Black Arch Fan Back  
 White Garden Resin  
 Black Garden Resin  
 White Ballroom Chivari  
 Silver Ballroom Chivari  
 Gold Ballroom Chivari  
 Mahogany Ballroom Chivari

### Chair Accessories

- Chivari Cushions  
 Sashes

### Services

- Delivery and Pickup  
 Setup and Breakdown

## Decorations

- Arch  
 Columns  
 Colonnade  
 Candelabras  
 Unity Candle  
 Kneeling Benches  
 Candle Lighters  
 Lattice or Screen Dividers  
 Aisle Marker  
 Aisle Runner  
 Guest Book Registry

## Wedding Reception

Location \_\_\_\_\_  
Date \_\_\_\_\_

### Tent

- Tent**  
 Main Tent  
 Marquee/Covered Walkway  
 Catering Prep Tent

### Accessories

- Side Walls  
 Ceiling Liner  
 Leg Drapes  
 French Doors

### Electrical

- Lighting  
 Heat/Air  
 Generator

## Guest Seating

### Tables

- Rectangle       Square  
 Rounds       Bistro

### Chairs

- Basic Folding  
 Arch Fan Back  
 Garden Resin  
 Ballroom Chivari

### Linen Color

- Dining       Overlay  
 Buffet       Napkins

## Buffet Food Service

### Tables

- Rectangle       Square  
 Rounds       Serpentine

### Serving Pieces

- Trays       Bowls  
 Chafing Dishes       Utensils

## Cake Service

- Cake Stand       Knife/Server  
 Plates/Forks       Coffee Service  
 Waiter Trays       Napkins

## Bar Service

- Portable Bar       Bar Back  
 Acrylic or Leather Bar Façade  
**Barware**  
 Pilsner       Hiball  
 Old Fashioned       Champagne Flute  
 Punch Cup       All Purpose Goblet  
 Red/White Wine

### Service Equipment

- Passing Trays       Pitchers  
 Punch Bowl       Frozen Drink Machine

## Tent Extras

- Band Stage       Head Table  
 Dance Floor       Gift Table

## Social/Corporate

Location \_\_\_\_\_  
Date \_\_\_\_\_

### Tent

- Tent**  
 Main Tent  
 Marquee/Covered Walkway  
 Catering Prep Tent

### Accessories

- Side Walls  
 Ceiling Liner  
 Leg Drapes  
 French Doors

### Electrical

- Lighting  
 Heat/Air  
 Generator

## Guest Seating

### Tables

- Rectangle       Square  
 Rounds       Bistro

### Chairs

- Basic Folding  
 Arch Fan Back  
 Garden Resin  
 Ballroom Chivari

### Linen Color

- Dining       Overlay  
 Buffet       Napkins

## Buffet Food Service

### Tables

- Rectangle       Square  
 Rounds       Serpentine

### Serving Pieces

- Trays       Bowls  
 Chafing Dishes       Utensils

## Bar Service

- Portable Bar       Bar Back  
 Acrylic or Leather Bar Façade  
**Barware**  
 Pilsner       Hiball  
 Old Fashioned       Champagne Flute  
 Punch Cup       All Purpose Goblet  
 Red/White Wine

### Service Equipment

- Passing Trays       Pitchers  
 Punch Bowl       Frozen Drink Machine

## Tent Extras

- Band/Speaker Staging  
 Dance Floor



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