

# 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

*ALMIGHTY Rentals*

**PARTY & EVENTS**

2534 Shell Road  
Georgetown, Texas 78628

**(512) 868-3788**

[events@almightyrentals.com](mailto:events@almightyrentals.com)

[www.almightyrentals.com](http://www.almightyrentals.com)

## 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