



AMERICAN

PARTY RENTALS

Rental Checklist

WELCOME BEVERAGE STATION

- ☐ Bar OR Table +Linen
- ☐ Glassware
- ☐ Dispenser OR Beverage Tub

CEREMONY

- ☐ Chairs
- ☐ Table +Linen for Ceremony Ritual
- ☐ Umbrellas
- ☐ Easel for Welcome Sign
- ☐ DJ Station OR Musician Table +Linen

COCKTAIL HOUR

- ☐ Bar OR Table +Linen
- ☐ Bar Back Table +Linen
- ☐ Barware/Glassware
- ☐ Dispenser OR Beverage Tub
- ☐ Appetizer/Food Station Table +Linen
- ☐ Tall Cocktail Tables +Linens (Opt. Bar Stools)
- ☐ Low Cocktail Tables +Linens and Chairs
- ☐ Umbrellas

WELCOME TABLE + SEATING ARRANGEMENT

- ☐ Table +Linen
- ☐ Easel for Seating Chart

CATERING

- ☐ Buffet/Station Tables +Linens
- ☐ Service Tables
- ☐ Kitchen & Food Service Equipment

OTHER:

☐ _____

☐ _____

DINING/RECEPTION BAR

- ☐ Guest Tables +Linens/Napkins
- ☐ Guest Chairs
- ☐ Dinnerware: China, Flatware, Glassware
- ☐ Salt & Pepper
- ☐ Bar OR Table +Linen
- ☐ Bar Back Table +Linen
- ☐ Barware/Glassware

DANCING

- ☐ Dance Floor
- ☐ Staging for Band
- ☐ DJ Station +Linen

CAKE/DESSERT/COFFEE

- ☐ Tables +Linens
- ☐ Small Plates/Forks
- ☐ Cake/Dessert Riser(s)
- ☐ Cake Knife and Server
- ☐ Coffee Cups and Saucers OR Mugs
- ☐ Coffee Maker
- ☐ Hot Coffee Urn/Dispenser
- ☐ Creamer & Sugar Vessels

FAVORS/SEND-OFF TABLE

- ☐ Table +Linen

MISCELLANEOUS

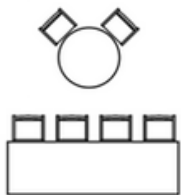
- ☐ Sound System
- ☐ Pipe & Drape

☐ _____

☐ _____

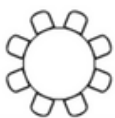
THINGS TO THINK ABOUT BEFORE YOUR WEDDING RENTAL APPOINTMENT...

☐ Sweetheart Table OR Head Table



Sweetheart tables are meant for you and your new spouse. Head tables would include the newlyweds + the wedding party and/or family/friends.

☐ Guest Tables



You can choose all rounds, all rectangles, or a mix of both. (varying sizes available)

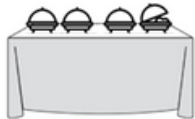
☐ Cake Table OR Dessert Table



Will you have a dessert spread or a traditional cake (sometimes both)? We can accommodate either, your choice determines the size linen you will need.



☐ Appetizer & Food Tables



Food tables are ideal for a buffet style service and stations. Appetizers are often passed and will not always require a table. This should be discussed with your caterer.

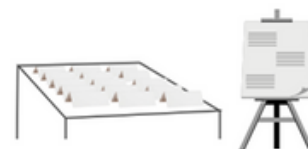
☐ Welcome/Gift/Guestbook/Memory Table



This would most commonly be found at the entrance of your venue. Many times all these items can fit on one long 8ft unless you plan to have a good bit of decor/florals.

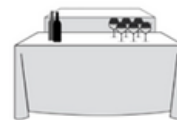
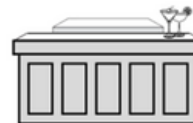
☐ Escort Table OR Seating Chart

Two options: individual seating cards on a single table or a seating chart board. The table will require a linen and the seating chart board will require an easel. We have both! If you have any other creative ideas, we'll try our best to accommodate!



☐ Formal OR Linen Bar + Backbar

Most events use two 8fts with linens to create a bar while others opt to upgrade to a formal bar front. Both options still need back bars for service needs/storage.



☐ Beverage Station/Coffee Bar

Would you like to provide a separate station for non-alcoholic beverages? A lot of times this helps alleviate the lines at the bar.



If you decide to have coffee, many couples will choose a station with rentals for about a fourth of the guest count. This alleviates the cost of coffee service at the table since not everyone will drink coffee.

☐ DJ OR Band

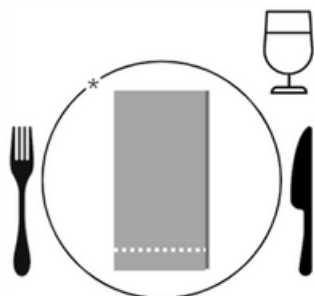
Some DJ's provide their own booth/setup while others will need a table and linen. Check with your DJ! If you choose a band, ask about staging needs as some require a platform.



WHAT WILL MY PLACE SETTING LOOK LIKE?

We all love those Pinterest photos with FULL table settings, however, many times it is not realistic and a lot of it is due to the catering style you choose.

Buffet Dinner Service



Dinner plates are usually stacked at the buffet and used for both salad and the main entrée. This means you only need a dinner fork and a dinner knife at the place setting.

*Optional Upgrade: Charger plate, otherwise you would just have a napkin set in the center.

Buffet Dinner Service + Preset Salad



Just like above, dinner plates would usually be stacked at the buffet but the salad would be pre-plated and already set at the table (with a separate salad fork) before your guest sit down.

*Optional Upgrade: Dinner plate preset (working as a faux charger) and guest would take it to the buffet when their table is called.

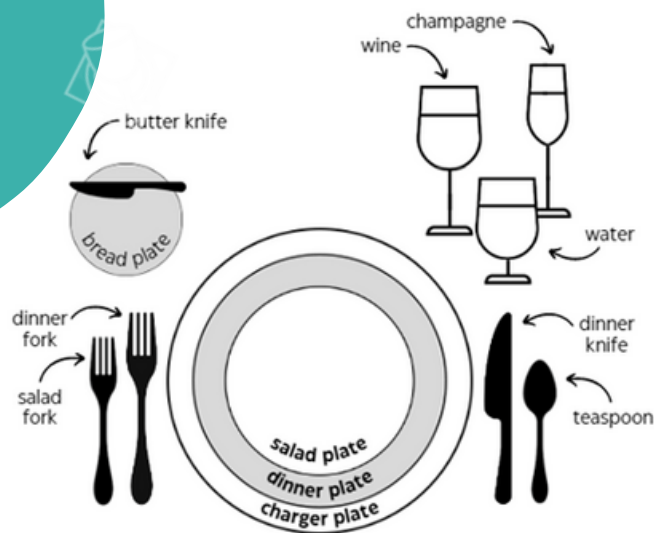
Plated Salad + Plated Dinner Service



With this dinner style, nothing is set at the table other than your glassware, flatware, and napkins. This is because each course will be served to your guest.

*Optional Upgrades:

(1) A charger plate is a great option to build up the setting. (2) Tableside wine service is also a great option here as all your guest will be seated through each course, otherwise, guest will need to go up to the bar for any other beverages besides water. (3) As salad is served, some caterers will bring around bread and it's nice to have a b&b plate to serve it on.



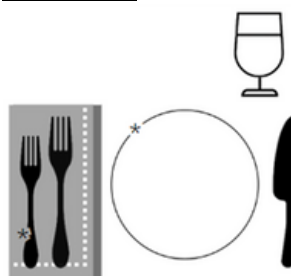
Family Style Salad + Dinner



Family style has become one of the most popular catering styles in the area. Since all your courses will be served in shared platters, you will need both the salad and dinner plate set at the table.

*Optional Upgrades: (1) Chargers if you want a multi-stacked look. (2) Most caterers will serve bread in a basket/platter and butter in a shared butter ramekin. Some couples decide to add a bread plate and butter knife to have a place to put the roll down. Others will just place it on their salad plate. (3) Tableside wine service is another popular option here as guests are seated through all of dinner.

Stations



Very similar to a buffet meal, only napkins, flatware and glassware would be set at the table and each one of your guests will visit multiple stations to get small plates (salad size, no need for large dinner plates). Guest will have the opportunity to visit stations multiple times.

*Optional Upgrade: Some caterers offer a preset salad at the table with stations. This means you will need a salad plate and fork at the setting.



Spoons at the table setting are only needed when there is a bowl course such as soup or dessert along with tableside coffee service. This is most common with a plated dinner or family style.



If you choose to have toasts on your big day, you may want champagne flutes preset at the table. Otherwise, you can have guests grab champagne from the bar via an announcement from your DJ/Band OR your guests can simply cheers with their beverage already in hand.