2 Friends Events

Rentals Checklist

Below is a helpful list when placing your rentals order. Be sure to check with your venue as to what is needed/allowed. You will also need to confirm delivery and pick up times. It is very important to staff accordingly so that all set up and tear down goes smoothly.

Tables **Guests, bar, cake, guest book, place cards and gifts** □ Rectangular □ Round	**Food Service** **Cocktail hour, dinner, dessert and midnight snack** □ Chaffing dishes □ Platters □ Serving utensils □ Platters □ Large bowls
Chairs **Ceremony and reception** □ Wooden folding □ Chivari	**Coffee & Tea Service** □ Coffee urns □ Cups and saucers □ Cream and sugar □ Teaspoons
Linens □ Floor length □ Lap length □ Runners □ Napkins—don't forget cocktail hour and dessert	**China** □ Dinner plate □ Dessert plate □ Appetizer plates □ Cake plate □ Bowls
Flatware □ Dinner fork, knife and spoon □ Salad fork □ Dessert fork	**Lighting** **Ceremony and reception** □ Uplights □ Bistro lights □ Pin spots
Ceremony/Reception set up □ Arch or altar décor □ Aisle runner □ Tent □ Pipe and drape □ Heating and cooling □ Dance floor □ Table number holders	**Misc** □ Cake knife □ Salt and pepper shakers □ Non-alcoholic beverage dispensers □ Water pitchers □ Dessert trays □ Ice chests/trays □ Waste receptacles
Glassware **On tables and at the bar** □ Wine glasses □ Champagne flutes □ Water Glasses □ Rocks glasses	**Welcome tables/signage** □ Gift table □ Seating assignments □ Guest book table □ Bars
Bars **Coffee, candy, blankets, dancing shoes, s'mores, cigar refreshments, champagne, whiskey, photo booth**	**Extras** □ _____ □ _____

Nichole Simpson
Phone (925) 683-3937
Nichole@2FriendsEvents.com

1985 Bonifacio Street, #100
Concord, CA 94520