



Graduation Open House Planner

Book Early

Rental companies start as early as the first of the year taking reservations for summer events. Early bookings could also be subject to a special discount from some companies. If you wait too close to your event date, you may be very limited on equipment availability which could result in several phone calls to find everything you may need for your event.

Reservations & Deposits

When you have decided on your date and the equipment needs of your event, you will be required to pay a deposit to hold your reservation. Each rental company has different deposit requirements and the deposit will most likely be non refundable. Be sure that you book exactly what you need and on the correct date.

Delivery Times & Dates

Delivery times are set by the areas that we have to travel to be sure that we can get to every customer in the most efficient matter. Please keep in mind that June is the busiest month for Graduation parties and weddings, so be flexible with the setup schedule. If you are having your event in a location that the equipment can be secured overnight, we will setup the day before and even two days before for weddings. You will be contacted the week of your event to schedule your setup time and go over any last minute details.

Planning Decisions

- **Date & Time** – The date for your graduation open house should be determined early to be sure if you need to rent items you will have them available. In the month of June the first three weekends are the most popular dates. These weekends will also be the first weekends that rental equipment will be very limited.
- **Location** – During your planning stages you should determine if you have enough space for your guests and any tables you would like to setup for food, beverages, photos or cake, etc. If you do not have enough space, a tent would be a good alternative for shelter to keep your guests out of the sun or any bad weather possible. If you use a tent you should choose a secure location like a backyard or somewhere you could leave equipment overnight. You could also choose a park or a one day location, but be prepared to pay an additional fee for setup and teardown on the same day.
- **Food & Beverage** – Deciding on your food menu for your event is also important. If your budget allows for a caterer, you will be able to enjoy the day with a little less stress than trying to do everything on your own. If you choose to do your own food, you may have to consider renting serving equipment, beverage dispensers, extra tables or coolers. These items are also very limited the longer you wait to reserve.

Checklist of Tent Equipment

Tables

- 8' Banquet Tables (Seats 8-10)
- 5' Round Tables (Seats 8-10)
- Cocktail Tables (30" or 42" Heights)

Chairs

Depending on your needs, there are several styles and colors available. You will need to seat at least half of your invitation list during the popular weekends in June. If you are planning on an off weekend, maybe consider a little more. There are several styles and colors to decide from to match your school colors or themes.

Table Covers

You will want to cover the tables to give you the color theme you are planning for your event. When using rental tables you should cover them no matter what. You can order covers or cloth linens through your rental company. Depending on your needs and your budget you should be able to find these easily.

Lighting

Another item you should consider if you are having your event late in the day is lighting. We have several options available depending on your needs. It will help give your event later in the evening have an atmosphere that is not too bright, but comfortable to be able to see at or after dark.

Tents & Sidewalls

If you are looking for additional space for seating or food service a tent is a great alternative to having everyone seated in your home. A tent will allow your guests to be in the shade or shelter in case of rain. If it rains you should also consider sides to keep the wind from blowing rain onto your guests.

Checklist of Food & Beverage Equipment

Other equipment that may be needed for food service at your event:

Electric Roasters
Chaffing Dishes
Chocolate Fountains
Portable Bar
Ice Cooler
Keg Cooler
Chill n Fill Table

Thank you for letting B-n-T Tents Inc get you covered!