

# RENT A TENT

## HELPFUL HINTS

EVENT DATE: \_\_\_\_\_ LOCATION OF EVENT \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

FULL NAME \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ OTHER NUMBER \_\_\_\_\_ TAX EMEMPT \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

IS EVENT ON: GRASS \_\_\_\_\_ OR CONCRETE \_\_\_\_\_ DELIVERY OR PICK UP \_\_\_\_\_

#OF PEOPLE INVITED \_\_\_\_\_

### **TENT TYPE:**

POLE (HIGH PEAK )(USES STAKES ONLY) \_\_\_\_\_ OR FRAME (NOT HIGH PEAK)(STAKES OR BARRELS) \_\_\_\_\_

TENT SIZE \_\_\_\_\_

TENT LINERS \_\_\_\_\_ ( ONLY FOR 30X FRAME TENTS) POLE COVERS \_\_\_\_\_

### **TABLES:**

GUEST TABLES (RD OR BQ) \_\_\_\_\_ CAKE TABLE \_\_\_\_\_ FOOD TABLES \_\_\_\_\_ DRINK TABLES \_\_\_\_\_

DJ TABLE \_\_\_\_\_ GIFT TABLE \_\_\_\_\_ COCKTAIL/TALLBOYS/GATHERING TABLES \_\_\_\_\_

BAR (SERPENTIN OR RECTANGLE) \_\_\_\_\_ WHITE OR BLACK LINENS \_\_\_\_\_

### **CHAIRS:**

POLY (WHITE OR BLACK) \_\_\_\_\_ PADDED CHAIRS (WHITE OR NATURAL OAK) \_\_\_\_\_

### **LINENS:**

LAP LENGTH \_\_\_\_\_ ¾ LENGTH \_\_\_\_\_ FLOOR LENGTH \_\_\_\_\_

TOPPERS \_\_\_\_\_ NAPKINS \_\_\_\_\_

COLOR \_\_\_\_\_

DANCE FLOOR SIZE \_\_\_\_\_ (12X12, 16X16 OR 20X20)

LIGHTS \_\_\_\_\_ CHANDILERS \_\_\_\_\_

FANS \_\_\_\_\_

STAGES \_\_\_\_\_ (4X8 PIECES)

**SIDES:**

PLAIN WHITE \_\_\_\_\_ WINDOWS \_\_\_\_\_ CLEAR \_\_\_\_\_

DO YOU WANT TO COVER THE WHOLE TENT OR JUST SOME OF THE TENT \_\_\_\_\_

NOTES: