

PRIVATE PARTY PLANNING CHECKLIST

Birthdays, holidays, anniversaries, family reunions—
there are so many reasons to host your nearest and dearest.

- Tent
- Catering Tent for Catering Prep
- Tent Sides
- Pole Drapes and/or Covers
- Perimeter Globe Lighting vs Interior
Bistro Lighting
- Chairs
- Guest Tables
- Food Tables
- Bar Unit
- Linens
- Table Number Stands & Cards
- China
- Flatware
- Glassware
- Charger Plates
- Napkins
- Chafing Dishes
- Serving Utensils
- Coffee Maker
- Coffee Urn
- Coolers
- Fill In Chill Table
- Trash Cans
- Dance Floor
- Stage
- PA System
- Podium
- Mic Stand
- Projector
- Projector Screen
- Uplighting
- High Top Tables
- Fans/Tent Heater
- Extension Cords
- Generator
- Anchor and Anchor Covers for Frame
Tents
- Pipe and Drape
- Coat Racks
- Monte Carlo
- Photo Booth
- Frozen Drink Machine

NEED HELP? CALL OUR SUPPORT TEAM AT 513-772-1929

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