HALL RENTAL CHECKLIST

Name:_____ Date:_____

Type of Event_____ Time of Event_____

Time Hall is needed for prep/decoration_____

No. of Guests_____ Number of round tables_____

No. of people at head table (s)_____ Set up on STAGE or FLOOR

(including Bride/Groom)

No. of banquet tables needed for set up details:_____

Using: PA System Stereo Podium (circle)

Caterer:_____ Time Arriving_____

Entertainment_____ Time Arriving_____

Entertainment set up on Stage or Floor (circle)

Cake Decorator:_____ Time Arriving_____

Cake set up details:_____

Beverages being delivered:_____ Time Arriving_____

Dropping off decorations ahead of time?_____ Time Arriving_____

Ordering: Linen white or ivory Skirting white circle

Set Up Details:_____

Any Additional Information:_____

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