

Hall Rental Checklist

Name: _____ Date: _____

Type of Event: _____ Time of Event: _____

Time Hall is needed for prep/decorating: _____

No. of Guests: _____ Number of round tables: _____

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

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

Using: PA System Stereo Television 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: Linens Napkins Skirting (circle)

Set up Details: _____

arch _____ pillar baskets _____

candelabras _____ floor baskets _____

floor candelabra _____ wishing well _____

pillars _____ mirrors _____

centerpieces _____

Any Additional Info: _____