

**DPNAK** *weddings*

**RENTAL CHECKLIST** *for*  
**A TENTED/DIY EVENT**

# WHEN PLANNING YOUR RENTAL ORDER, FEEL FREE TO USE THIS CHECKLIST OF JUST ABOUT ANYTHING YOU MIGHT NEED FOR YOUR OUTDOOR/TENTED EVENT.

## CEREMONY

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### **Chairs** *(for seating for everyone, order 5-10% extra)*

- Plastic
- Resin
- Wooden
- Chiavarri
- Vintage/Mismatched
- Pews

### **Electrical**

- Lighting
- Heating
- Air Conditioning
- Fans
- Generator
- Extension Cords
- Sound system
- Microphone

### **Other**

- Aisle runner
- Altar focal point
- Votives
- Tables for Officiant or Music

**FOR A HANDY SIZE CHART FOR TABLES AND LINENS, VISIT OUR [BLOG POST](#).**

## TENTS

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### **Tents**

- Main tent
- Covered walkway
- Catering/Prep tent
- Ceremony tent

### **Accessories**

- Side walls
- Ceiling liner
- Leg drapes
- French doors/windows
- Carpeting

### **Electrical**

- Lighting
- Uplighting
- Heating
- Air Conditioning
- Fans
- Generator
- Extension Cords
- Sound system
- Microphone

### **Other**

- Dance floor
- Stage
- Portable restrooms
- Lounge furniture
- Coat rack
- Hangers

## GUEST SEATING

### Tables

- Rectangular
- Round
- Square
- Farm/Vintage tables

### Chairs

- Plastic
- Resin
- Wooden
- Chiavarri
- Vintage/Mismatched

### Linens

- Tablecloths (*order 1-2 extra*)
- Overlays
- Chairs covers/sashes
- Napkins (*order 10% extra*)

### China (*order 10% extra*)

- Charger plate
- Dinner plate
- Salad plate
- B&B plate
- Dessert plate
- Coffee cup and saucer

### Flatware (*order 10% extra*)

- Dinner fork
- Dinner knife
- Teaspoon
- Salad fork
- Dessert fork
- B&B knife
- Tablespoon

### Table Items

- Salt and pepper shakers
- Cream and sugar dispensers

## FOOD & BAR SERVICE

### Tables

- Bar table
- Portable bar
- Bar back
- Cocktail tables
- Bar stools
- Buffet/Station tables
- Food prep tables

### Linens

- Tablecloths (*order 1-2 extra*)
- Skirting
- Cocktail napkins

### Barware

- All-purpose goblet
- Beer mug/Pilsner
- Champagne flute
- Hi Ball
- Wine glass

### Service Equipment

- Ice Chests/Scoops
- Trays
- Shaker/strainer
- Coffee maker
- Serving utensils
- Bread baskets
- Chafing dishes for buffet
- Bowls and dishes for family-style
- Pitchers
- Beverage dispensers
- Punch bowls/Ladle
- Trash cans
- Waiter tray stands
- Cooking equipment

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*Meaning...* This guide is, just that, a guide. It's meant to help you. It is not, however, your only resource and should not trump common sense, other articles and the law. Also, please don't copy-and-paste it and call it your own.