

Rental Supplies Checklist

| | | |
|-------------------|---------|---|
| NAME | GUESTS# | Fax to: Cherished Events 970-587-0182 |
| ADDRESS | CITY | ZIP |
| PHONE | EMAIL | |
| CONTACT | PHONE | Would you like a FREE Consultation YES or NO |
| EVENT LOCATION: | | |
| EVENT DATE & TIME | | TODAY'S DATE: |

| Tables, Chairs, Linens | QUANTITY | COLOR | SIZE | NOTES: |
|-------------------------------|-----------------|--------------|-------------|---------------|
| 60" Round Tables | | | | |
| Banquet 8 ft Tables | | | | |
| Banquet 6ft Tables | | | | |
| Table Clothes | | | | |
| Table Overlays | | | | |
| Napkins | | | | |
| Chair Covers | | | | |
| Skirting | | | | |
| Chairs | | | | |
| | | | | |
| | | | | |

| Dinnerware, Glass, Serving Items | QUANTITY | COLOR | SIZE | NOTES: |
|---|-----------------|--------------|-------------|---------------|
| Dinner Plate | | | | |
| Cake/Salad Plate | | | | |
| Bread & Butter Plate | | | | |
| Coffee Cup | | | | |
| Water/Ice Tea Glass | | | | |
| White Wine Glass | | | | |
| Red Wine Glass | | | | |
| Champagne Glass | | | | |
| Flatware | | | | |
| Serving Spoons, ladels, spatulas | | | | |
| Chafing Dishes | | | | |
| Large glass bowls | | | | |
| Punch/Champagne fountain | | | | |
| Serving Trys | | | | |
| Coffee Maker | | | | |
| Cold Beverage dispenser | | | | |
| Cake Riser | | | | |
| | | | | |

| Equipment | QUANTITY | COLOR | SIZE | NOTES: |
|------------------|-----------------|--------------|-------------|---------------|
| Tents | | | | |
| Canopies/Easy up | | | | |
| Dance Floor | | | | |

Special Notes & Requests
