

# Special Event Decor Checklist

Adult Birthday / Retirement Party / Sweet16/ Quinceañera / Graduation Party / Baby Shower / Holiday Party / Kids Birthday / Engagement Ceremony / Baptism / Sprinkle Ceremony / Proms

## Buffet and Serving

- Cake cutting knife and server
- Candy containers for candy buffet
- Cocktail Serving/Display Plates
- Water/Juice Dispensers

## Centerpieces (e.g vases/vessels/lanterns)

- Bar Centerpieces
- Cocktail table Centerpieces
- Guest table Centerpieces
- Candles(real or battery operated)

## Chairs

- Bar Stools
- Children's Chairs
- Dining Chairs
- Folding Chairs
- Patio Chairs
- Love Seats
- King/Queen Throne chairs

## Concession Equipment

- Cotton-Candy machine
- Popcorn machine
- Sno-kone machine
- Margarita machine
- Bubble machine
- Fog machine

## Cooking Equipment

- Grill
- Oven
- Propane burner
- Hot box
- Stock Pots
- Refrigerator
- Deep Fryer
- Trashcans
- Carts

## Event Lighting

- Wired Uplights
- Wireless Uplights
- Overhead hanging market/twinkle lights

## Lounge

- Area rugs and Carpets
- LED furniture
- Lounge seating + Side tables

## Restrooms

- Bathroom necessities and basket
- Luxury Restrooms
- Restroom Trailers

## Meetings & Conferences

- Speakers
- Mixing Station
- Screens
- Cameras
- Conference Phones
- Carts
- Easel
- Microphones
- Amplifiers
- Monitors
- Structures
- Cables
- Laptops
- Mixers
- Projectors
- Sources
- Podiums
- Power
- Television

### Pipe and Drapes

- Bases
- Valance hangers
- Ceiling drapery kits
- Uplighting for the drapery
- Uprights
- Hooks
- Drapes
- Chandeliers
- Crossbars
- Base weight
- Pole covers

*Backdrop/Wall/Photo Corner draping accessories*

### Place Settings

- Bar glasses
- Cocktail Cutlery
- Dinner Flatware/Silverware
- Charger Plates
- Water goblets
- Soup Bowl
- Other Glassware
- Pitcher
- Butter plates
- Cocktail Napkins
- Dessert Flatware/Silverware
- Dinner Plates
- Wine glass
- Dinner Napkins
- Table numbers
- Bread plates
- Cocktail Plates
- Champagne toasting flutes
- Dessert Plates
- Beer glass
- Napkin rings
- Straws

*Next to the section header " Place Settings", put this "(Place Setting Guide)". When user clicks, popup appears.table setting guide picture <https://partytimerental.com/about-denvers-best-tent-rental-company/size-guides-tips/>*

### Bars

- Portable bars
- Chilling tub
- Mixing glass
- Jiggers
- Blender
- Back bars
- Water/Juice Dispensers
- Shakers
- Muddler
- Pitcher
- Wine bucket
- Bottle opener
- Strainers
- Bar spoon
- Cooler

### Staging & Flooring

Stage Rental

Dance Floor Rental

*Next to the "Dance Floor Rental", put this "(Dance floor Size-Chart)". When user clicks on it, there should be a popup with this content.remove branding.remove average price <https://www.reventals.com/blog/size-dance-floor/>*

## Tables

Round Tables

Banquet/Rectangular Tables

Cocktail Tables

Children's Tables

Coffee Tables

Side Tables

Specialty Tables

*Next to the section header " TableLinens", put this "(Table-Chart)". When user clicks on it, there should be a popup with this content.remove branding. <https://www.reventals.com/blog/wp-content/uploads/2019/04/Table-Linen-Chart.pdf>*

## Table Linens

Tablecloths

Table runners

Table overlay

Chair Covers

Chair Cushions

Chair sashes

Fabric Napkins

*Next to the section header " TableLinens", put this "(Table-Linen-Chart)". When user clicks on it, there should be a popup with this content.remove branding. <https://www.reventals.com/blog/wp-content/uploads/2019/04/Table-Linen-Chart.pdf>*

## Themed Props

Entrance arch

Themed Props(e.g Eiffel tower for Paris, Ostrich feathers for Gatsby)

*e.g Vases, petals, urns, feathers*

## Vintage

Vintage furniture

Vintage props

*e.g vintage bar, vintage cupboard, vintage typewriter*

## Garden and Outdoor

Tent Rental

Tree hanging decor

Lawn games e.g corn hole, Jenga

Generator Rental

Fans, umbrellas, blankets

HVAC Rental e.g Patio heaters, Mister fans

Red Carpets

Floor seating e.g Futons, cushions, wooden pallet tables

Lighting/Uplighting/Hanging lights

Screens/Dividers

Fencing

Stanchions

*Next to the "Tent Size", put this "(Tent Size -Chart)". When user clicks on it, there should be a popup with this content.remove branding. remove prices <https://www.reventals.com/blog/what-size-tent-do-i-need/>*

## Signs

Appetizer Signage

Bar menu

Cocktail signage

Cards & Gifts Sign

Welcome Sign

Order of Events Sign

Favors Sign

In memory Sign

Dessert Sign

Menu Cards

Photobooth Sign

Table Assignment Sign

Guestbook Sign

**Misc**

Card box

Disposable or polaroid cameras

Favor holders

Guestbook

Photo frames

Place card holders

Bubbles/sparklers/confetti

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