

my reception rentals checklist

Depending on the site you choose – and the type of reception you’re planning – you may need to supply some, if not all, the items listed below.

visit the Elegala.com reception rentals guide for help deciding what you may need

tables					
type	size and shape	amount needed	cost	rental company	pick-up/return dates
guest tables			\$		
cake table(s)			\$		
head table			\$		
buffet tables			\$		
gift table			\$		
cocktail tables			\$		
other			\$		

chairs					
type	description	amount needed	cost	rental company	pick-up/return dates
samsonite folding			\$		
garden folding			\$		
chivari/ballroom			\$		
children’s			\$		
other			\$		

linens & chair covers					
type	description	amount needed	cost	rental company	pick-up/return dates
tablecloths, floor length			\$		
tablecloths, lap length			\$		
overlay toppers			\$		
chair covers/sashes			\$		

china					
type	description	amount needed	cost	rental company	pick-up/return dates
plate chargers			\$		
dinner plates			\$		
salad plates			\$		
dessert plates/bowls			\$		
cups/saucers			\$		

flatware					
type	description	amount needed	cost	rental company	pick-up/return dates
dinner forks			\$		
dinner/steak knives			\$		
salad forks			\$		
teaspoons			\$		
dessert forks/spoons			\$		

glassware					
type	description	amount needed	cost	rental company	pick-up/return dates
water/beverage			\$		
wine - red			\$		
wine - white			\$		
champagne flute			\$		
pilsner			\$		
highball			\$		
old fashioned			\$		
martini			\$		
other			\$		

food service					
type	description	amount needed	cost	rental company	pick-up/return dates
cake stand			\$		
chafing dish			\$		
server with stand			\$		
coffee/tea server			\$		
punch bowl			\$		
cream & sugar			\$		
pitchers			\$		
tray			\$		

tents					
type	description	amount needed	cost	rental company	pick-up/return dates
main – reception			\$		
covered walkway			\$		
prep areas (caterer, bartender, dressing)			\$		

other accessories					
type	description	amount needed	cost	rental company	pick-up/return dates
side walls			\$		
lighting			\$		
liner/leg drapes			\$		
heating & cooling			\$		
staging			\$		
dance floor			\$		
other			\$		