

Event Planning Guide from Monadnock Tent & Event

This list will help you create a list of items that you will need for your event, helping to avoid any last minute adjustments.

Tents:

- Pole Tent
- Frame Tent
- Sailcloth Tent
- Separate tent for caterer
- Sidewalls (solid, screened or windowed)
- Lighting around tent perimeter
- Enhanced lighting package (running to interior support poles)
- Dance Floor
- Stage
- Podium
- Heater (recommended starting late September)

Tables

- Guest Tables
- Cocktail Tables
- Buffet Tables
- Bar
- Table for DJ
- Gift Table
- Cake Table
- Picnic Table
- Table Linens (tablecloths, runners)
- Napkins

Extras

- Arbor
- Sound System
- Microphone
- Microphone Stand
- Trash Can (w/o liners)
- Gas Grill
- Convection Oven
- Hot Box
- Generator
- Cooler
- Items Requested by Your Caterer

Chairs

- Ceremony Seating
- Chairs for Seated Dining
- Scattered chairs for socializing

Tableware (Place Settings)

- Dinner Plates
- Salad Plates
- Dessert Plates
- Forks (dinner, salad, dessert)
- Knives (dinner, steak)
- Spoons (dinner, dessert, coffee)
- Water Goblet
- Wine Glass (11 oz; 16 oz)
- Coffee Cups
- Saucers

Tableware (Serving)

- Salad Bowl (w/utensils)
- Chafing Dishes
- Serving Spoons
- Tongs
- Serving Trays
- Tray Stands
- Butter Bowl
- Butter Knives
- Water Carafe (glass)
- Water Pitcher (stainless)
- Coffee Percolator
- Coffee Urn

Bar Items

- Rocks Glasses
- Beer Glasses
- Wine Glasses (11 oz)
- Wine Glasses (16 oz- typically for red wine)
- Champagne Flutes
- High Ball Glasses
- Martini Glasses
- Water Goblets

Linens

Do I have linens, or do I want to rent then? _____

Do I know what material / color I want? _____

NOTES:
