

# CRAZY TUNA PARTY RENTALS

## EVENT CHECKLIST

**THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE. WE WANT TO MAKE SURE YOU DON'T MISS ANY DETAILS FOR YOUR BIG DAY!**

**Date of Event:** \_\_\_\_\_ . **TIME OF EVENT:** \_\_\_\_\_ **TO** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_

### VENDORS/VENUE

**ITEM:** **COMPLETED**

**Invitations (Response Cards, Reception Cards)**

**Venue:** \_\_\_\_\_

**Florist:** \_\_\_\_\_

**Caterer:** \_\_\_\_\_

**Bakery:** \_\_\_\_\_

**Photographer:** \_\_\_\_\_

**Videographer:** \_\_\_\_\_

**Music/DJ:** \_\_\_\_\_

**Decorations:** \_\_\_\_\_

**Canopy/Tent:** \_\_\_\_\_

**Tuxedos:** \_\_\_\_\_

**Gowns:** \_\_\_\_\_

**Transportation/Limo:** \_\_\_\_\_

**Parking:** \_\_\_\_\_

**Gifts:** \_\_\_\_\_

**Party Favors:** \_\_\_\_\_

**CEREMONY APPOINTMENTS**

**ITEM:**

**COMPLETED**

Arch/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Candelabra/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Aisle Runner/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Kneeling Bench(s)/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Flower Stand(s)/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Chuppah: \_\_\_\_\_

Entrance Canopy: \_\_\_\_\_

Brides Canopy: \_\_\_\_\_

**RECEPTION/DINNER/DANCE**

**ITEM:**

**COMPLETED**

Tables/Type/Size: \_\_\_\_\_

Quantity: \_\_\_\_\_

Chairs/Style: \_\_\_\_\_

Quantity: \_\_\_\_\_

Tablecloths/Sizes: \_\_\_\_\_ Color: \_\_\_\_\_

Quantity: \_\_\_\_\_

Napkins/Color: \_\_\_\_\_

Quantity: \_\_\_\_\_

China/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Flatware/Pattern: \_\_\_\_\_

Quantity: \_\_\_\_\_

**ITEM:**

**COMPLETED**

Glassware/Types: \_\_\_\_\_

Quantity: \_\_\_\_\_

Serving Pieces/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Chafers/Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Decorations/Style: \_\_\_\_\_

Quantity: \_\_\_\_\_

**OTHER ITEMS:**

\_\_\_\_\_

Quantity: \_\_\_\_\_

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Quantity: \_\_\_\_\_

**Crazy Tuna is a full-service rental company. We have an on-site professional That can come out and help you plan your event. Please call us for more details And information.**