

CRAZY TUNA PARTY RENTALS

BACKYARD PARTY EVENT CHECKLIST

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE, WE WANT TO MAKE SURE YOU DON'T MISS ANY DETAILS FOR YOUR BACKYARD PARTY.

DATE OF EVENT: _____ . TIME OF EVENT: _____ TO _____

NUMBER OF GUESTS: _____

LIST OF ITEMS

| ITEM: | COMPLETED | COST |
|-------|-----------|------|
|-------|-----------|------|

INVITATIONS:

FLORIST: _____

CATERER: _____

PHOTOGRAPHER: _____

MUSIC/DJ: _____

DECORATIONS: _____

TENTS:
SIZE: _____

EZUPS: _____

TABLES:
TYPE: _____

NUMBER OF: _____

CHAIRS:

PLASTIC/#OF: _____

GARDEN/#OF: _____

OTHER TYPES: _____ Quantity: _____

| ITEM: | COMPLETED | COST |
|-------|-----------|------|
|-------|-----------|------|

LINENS:

SIZES: _____

COLOR: _____

QUANTITY: _____

BEVERAGE COOLERS

QUANTITY: _____

WATER/COFFEE DISPENSER

QUANTITY: _____

BARTENDER/ATTENDENT

QUANTITY: _____

LIGHTING:

TYPE: MARKET: OVERHEAD:

DANCE FLOOR:

SIZE: _____

PHOTO BOOTH: _____

LOUNGE FURNITURE:

TYPE: _____

QUANTITY: _____

FANS: **QTY:**

HEATERS: **QTY:**

UMBRELLAS: **QTY:**

DELIVERY DATE/TIME: _____

PICK UP DATE/TIME: _____

CRAZY TUNA PARTY RENTALS

CHILDRENS PARTY EVENT CHECKLIST

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

DATE OF EVENT: _____ TIME OF EVENT: _____ TO: _____

NUMBER OF GUESTS: _____

| ITEM: | COMPLETED | COST |
|-------|-----------|------|
|-------|-----------|------|

INVITATIONS: _____

DECORATIONS: _____

TABLES: _____

TYPES: _____

QUANTITY _____

LINENS:

SIZE: _____

COLOR: _____

QUANTITY: _____

CHAIRS:

PLASTIC/QUANTITY: _____

GARDEN/QUANTITY: _____

ITEM

COMPLETED

COST

TENTS

SIZE: _____

EZUPS

QUANTITY: _____

JUMPERS

DIMENSION OF SPACE NEEDED: _____

**STANDARD
COMBO DRY/WATER SLIDE
LARGE WATER SLIDE
OBSTACLE COURSE/SIZE
DANCE DOME**

CONCESSIONS:

COTTON CANDY _____

POPCORN MACHINE: _____

SNO CONE MACHINE: _____

BEVERAGE COOLER

QUANTITY: _____

COFFEE/WATER DISPENSER: _____

DELIVERY DATE/TIME: _____

PICK UP DATE/TIME: _____

CRAZY TUNA PARTY RENTALS

TABLE OPTIONS

THIS INFORMATION IS PROVIDED FOR YOUR CONVIENCE.

COCKTAIL TABLES (PEDESTAL, BELLY BAR) OPTIONS:

SEATS 2-6 PEOPLE

24" ROUND

30" ROUND

36" ROUND

BANQUET TABLE OPTIONS:

6' X 30" SEATS 6 TO 8

8'X30" SEATS 8 TO 10

ROUND TABLES:

36" - SEATS 4 TO 6

48" - SEATS 6 TO 8

60" - SEATS 8 TO 10

72" - SEATS 10 TO 12

CHILDRENS TABLES

24"X 48"- SEATS 6-8

CRAZY TUNA PARTY RENTALS

CHAIR AISLE AND PASSAGE AISLE INFORMATION

THE FOLLOWING FORMULAS AND DIMENSIONS ALLOW FOR CHAIR AISLES AND PASSAGE AISLES. INCREASE ALLOWANCES TO ACCOMMODATE WIDE TRAFFIC AISLE(S), COLUMNS, SERVICE DOORS AND ANY UNIQUE ROOM SHAPES.

BANQUET STYLE:

ALLOW A 24" SERVICE SPACE AND AN 18" CHAIR DEPTH.

ROUND GUIDELINES:

**ALLOW 54" BETWEEN TABLES FOR CHAIR SPACE AND FOOD SERVICE.
DIVIDE THE ROOM AREA IN SQUARE FEET BY 10 FOR YOUR MAX. SEATING.
YOU MAY ADD AN ADDITIONAL 2 SQUARE FT. PER PERSON FOR INCREASED COMFORT.**

OBLONG GUIDELINES:

**ALLOW 60" BETWEEN TABLES FOR BACK-TO-BACK SEATING.
DIVIDE THE ROOM AREA IN SQUARE FEET BY 8 FOR MAXIMUM SEATING.
ADD AN ADDITIONAL 2 SQUARE FEET PER PERSON FOR INCREASED COMFORT.**

CLASSROOM STYLE SEATING:

**ALLOW 36" BETWEEN TABLES FOR SEATING ON ONE SIDE OF THE TABLE ONLY.
INCREASE ALLOWANCE FOR 2-SIDED SEATING OR FOOD SERVICE
DIVIDE THE STUDENT SEATING AREA IN SQUARE FEET BY 8**

THEATER STYLE GUIDELINES:

**ALLOW 36" BETWEEN ROWS OF CHAIRS
INCREASE ALLOWANCE FOR MAXIMUM COMFORT.
DIVIDE AUDIENCE SEATING AREA IN SQUARE FEET BY 8.**

DANCE FLOOR:

2 - 4 SQUARE FEET PER PERSON

CRAZY TUNA PARTY RENTALS

TABLE LINEN GUIDELINES

THE FOLLOWING INFORMATION IS PROVIDED TO HELP YOU CHOOSE THE RIGHT SIZE LINEN FOR YOUR TABLE.

TERMS:

“HALF DROP” - THE LINEN HANGS HALFWAY TO THE GROUND.

“THREE QUARTER DROP” - THE LINEN HANGS 3/4'S OF THE WAY TO THE GROUND.

“FULL DROP” - THE LINEN TOUCHES THE GROUND.

6' BANQUET TABLE

60" X 108" RECTANGULAR LINEN - HALF DROP

90" X 120" RECTANGULAR LINEN - FULL DROP

8' BANQUET TABLE

60" X 126" RECTANGULAR LINEN - HALF DROP

90" X 156" RECTANGULAR LINEN - FULL DROP

36" ROUND COCKTAIL TABLE

90" ROUND LINEN - HALF DROP

108" ROUND LINEN - 3/4 DROP

120" ROUND LINEN - FULL DROP

36" ROUND TABLE

90" ROUND LINEN - FULL DROP

48" ROUND TABLE

90" ROUND LINEN - 3/4 DROP

108" ROUND LINEN - FULL DROP

60" ROUND TABLE

90" ROUND LINEN - HALF DROP

108" ROUND LINEN - 3/4 DROP

120" ROUND LINEN - FULL DROP

72" ROUND TABLE

108" ROUND LINEN - HALF DROP

120" ROUND LINEN - 3/4 DROP

132" ROUND LINEN - FULL DROP

LINEN NAPKINS - 20"X20"

CRAZY TUNA PARTY RENTALS

CANNED HEAT CHAFING AND URN OPERATION

KEEP THE PARTY GOING WITH HOT FOOD INDOORS OR OUTDOORS BY RENTING CHAFING DISHES AND LEARN HOW TO OPERATE THEM PROPERLY WITH THESE TIPS.

CANNED HEAT CHAFING AND URN OPERATION:

WHEN YOUR CHAFER ARE DESIGNED FOR CANNED HEAT OPERATION:

- **USE ONLY CANNED FUEL IN THE BURNER**
 - **FILL THE WATER PAN BEFORE LIGHTING THE BURNER. PRY OPEN THE LID OF THE CANNED HEAT CONTAINER, PLACE THE CONTENTS INTO THE HEAT CUP.**
 - **LIGHT THE FUEL, ADJUSTING THE LID TO APPROXIMATELY HALF-OPEN.**
 - **LOW FLAME IS SUFFICIENT TO MAINTAIN PROPER HEAT.**
 - **KEEP AWAY FROM AN OPEN FLAME OR HOT STOVE.**
 - **STAINLESS-STEEL FOOD PANS CAN BE USED FOR COOKING AND/OR PLACED IN THE OVEN TO RETAIN HEAT.**
 - **PERIODICALLY CHECK THE WATER PAN DURING USE TO MAINTAIN SUFFICIENT WATER LEVEL.**
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- **DO NOT USE WITHOUT WATER IN THE PAN!**
 - **PROTECT TABLE LINENS OR SERVING SURFACES. ALWAYS**
 - **RENT AND UNDER LINER TRAY WHEN USING ANY EQUIPMENT THAT HAS BURNERS!**