



Dance Floor Guide

Size	Active Dancers	Total Sq Ft	Total Floor Pcs
12x12	18	144	9
12x16	24	192	12
12x20	30	240	15
12x24	36	288	18
16x16	32	256	16
16x20	40	320	20
16x24	48	384	32
20x24	60	480	30
24x24	72	576	36
24x28	84	672	42
24x32	96	768	48
24x36	108	864	54
24x40	120	960	80

Our Dance Floor pieces are 4' x 4' and can be installed in a number of sizes and patterns. Speak to one of our Sales Associates to determine what size and pattern will best suit your event.



Table Seating & Linens Sizes

Table Sizes	# of Chairs or Guests	Corresponding Linen Sizes							
		60x120	90x132	90x156	72x72	96"	108"	120"	132"
24" Cocktail	2				overlay	6" off floor	floor length		
30" Cocktail	2-4				overlay	9" off floor	3" off floor	floor length	sashed/ puddled
36" Cocktail	2-4				overlay	12" off floor	6" off floor	floor length	sashed/ puddled
3' Farm Table	2-4				overlay				
36" Round	2-4				overlay	floor length			
48" Round	6				overlay	6" off floor	floor length		
60" Round	8				overlay	12" off floor	6" off floor	floor length	
72" Round	10					18" off floor	12" off floor	6" off floor	floor length
60" Farm	8				overlay				
6' Banquet	6-8	15" off floor	floor length		overlay				
8' Banquet	8-10	15" off floor		floor length	overlay				
6' Conference	3-6	9" off floor	puddles		overlay				
8' Conference	4-8	9" off floor		puddles	overlay				
8'x3' Farm	8-10				overlay				
Half Round	3-4	tabletop + skirt			overlay				
Serpentine	3-4	tabletop + skirt			overlay				



Tentology

Frame Tent

Frame tents are supported by an aluminum interior framework and do not require the tension of ropes and stakes. Frame tents are perfect for concrete and asphalt installations or where driving stakes into the ground is not an option. Leg drapes can be installed on frame tents to create a beautiful look that is perfect for weddings and elegant events. Frame tents can be joined together with rain gutters to create a custom grouping of tents that can fill any space. Frame tents come in 10', 15', 20', 25', 30', 40', and 50' widths in both white and clear tops. Concrete blocks can be used instead of stakes, to secure the tents when needed.



Pole Tent

Pole tents are the traditional peaked tents. They utilize center poles which support the main weight of the tent. Ropes or ratchet straps are placed around the perimeter and secured with stakes to create tension and to pull the tent into shape. The tent design between center poles is typically straight with some "swoop" between the tent peaks. Pole tents come in 30', 40' and 60' widths. These tents must be staked and are best suited for grass applications.



Hi-Peak Tent

Hi-Peak tents are the best of both worlds. Hi-peak tents have a suspended center pole that sits on two cross cables overhead, giving it a peaked tent look but with the aluminum framework. This allows hi-peak tents to be installed just about anywhere, whereas pole tents will require staking. Hi-peaks can be staked or weighted with concrete blocks.



Wedding Rental Checklist

CEREMONY

Location: _____

Date: _____

CEREMONY SEATING

- | | |
|--|--|
| <input type="checkbox"/> White Folding Chair | <input type="checkbox"/> Fruitwood Drake Chair |
| <input type="checkbox"/> Black Folding Chair | <input type="checkbox"/> Gold Chiavari Chair |
| <input type="checkbox"/> Brown Folding Chair | <input type="checkbox"/> Silver Chiavari Chair |
| <input type="checkbox"/> White Drake Chair | <input type="checkbox"/> White Chiavari Chair |

CEREMONY DECOR

- | | |
|---|---|
| <input type="checkbox"/> Wooden Arbor | <input type="checkbox"/> Unity Candelabra |
| <input type="checkbox"/> Wedding Arch / Columns | <input type="checkbox"/> Unity Lighter |
| <input type="checkbox"/> Guest Registry Table | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Welcome Sign Easel | <input type="checkbox"/> Drapery |

WEDDING RECEPTION

Location: _____

Date: _____

FRAME TENTS

Tents

- | | |
|---|--|
| <input type="checkbox"/> Main Event Tent | <input type="checkbox"/> Marquee/Covered Walkway |
| <input type="checkbox"/> Catering Prep Tent | |

Tent Accessories

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Solid/Window Walls | <input type="checkbox"/> Heaters |
| <input type="checkbox"/> Pole Leggings/Drapes | <input type="checkbox"/> Fans |
| <input type="checkbox"/> Italian / Cafe Lights | <input type="checkbox"/> Generators |
| <input type="checkbox"/> Perimeter Lighting | <input type="checkbox"/> French Doors |
| <input type="checkbox"/> Chandeliers | <input type="checkbox"/> Drapery |

RECEPTION NEEDS

Tables

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> 6' or 8' Rectangular | <input type="checkbox"/> Cocktail |
| <input type="checkbox"/> 3' or 5' Square | <input type="checkbox"/> Round |
| <input type="checkbox"/> Children's | <input type="checkbox"/> Gift Table |

Chairs

- | | |
|--|--|
| <input type="checkbox"/> White Folding Chair | <input type="checkbox"/> Fruitwood Drake Chair |
| <input type="checkbox"/> Black Folding Chair | <input type="checkbox"/> Chiavari Chair |
| <input type="checkbox"/> Brown Folding Chair | <input type="checkbox"/> Driftwood Chair |
| <input type="checkbox"/> White Drake Chair | <input type="checkbox"/> Barstools |

China

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Dinner Plate | <input type="checkbox"/> B&B Plate |
| <input type="checkbox"/> Salad Plate | <input type="checkbox"/> Bowls |
| <input type="checkbox"/> Dessert Plate | <input type="checkbox"/> Chargers |

Flatware

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Dinner Fork | <input type="checkbox"/> Dessert Fork |
| <input type="checkbox"/> Dinner Knife | <input type="checkbox"/> Teaspoon |
| <input type="checkbox"/> Salad Fork | <input type="checkbox"/> Soup Spoon |
| <input type="checkbox"/> Cocktail Fork | <input type="checkbox"/> B&B Knife |

WEDDING RECEPTION (cont.)

Linens & Decor

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Tablecloths | <input type="checkbox"/> Table Markers |
| <input type="checkbox"/> Skirting | <input type="checkbox"/> Gold & Silver Votives |
| <input type="checkbox"/> Napkins | <input type="checkbox"/> Lanterns |
| <input type="checkbox"/> Chair Covers | <input type="checkbox"/> Glass Vases |

BAR SERVICE

Tables/ Bars

- | | |
|--|---|
| <input type="checkbox"/> Classic White Bar | <input type="checkbox"/> 6' & 8' Standard Bar |
| <input type="checkbox"/> Wine Barrel Bar | <input type="checkbox"/> Cocktail Tables |
| <input type="checkbox"/> Pallet Bar | <input type="checkbox"/> Fill-N-Chill Table |

Glassware

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Wine Glass | <input type="checkbox"/> Champagne Glass |
| <input type="checkbox"/> Hi Ball | <input type="checkbox"/> Double Old Fashion |
| <input type="checkbox"/> Pilsner | <input type="checkbox"/> Hurricane |

Service Equipment

- | | |
|---|--|
| <input type="checkbox"/> Punch Bowls / Ladles | <input type="checkbox"/> Pitchers / Ice Chests |
| <input type="checkbox"/> Wine Trough | <input type="checkbox"/> Trash Can with Linens |

FOOD SERVICE

Tables

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Rectangular | <input type="checkbox"/> Square |
| <input type="checkbox"/> Round | <input type="checkbox"/> Serpentine |

Linens

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Tablecloth | <input type="checkbox"/> Skirting |
|-------------------------------------|-----------------------------------|

Serving Pieces

- | | |
|---|--|
| <input type="checkbox"/> Silver / SS Chafers | <input type="checkbox"/> Cream & Sugar Set |
| <input type="checkbox"/> Waiter's Tray / Stands | <input type="checkbox"/> Salt & Pepper Set |
| <input type="checkbox"/> Serving Platters | <input type="checkbox"/> Tiered Trays |
| <input type="checkbox"/> Drink Dispensers | <input type="checkbox"/> Coffee Urns |

Cake Service

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Cake Table | <input type="checkbox"/> Cake & Knife Set |
| <input type="checkbox"/> Cake Stands | <input type="checkbox"/> Serving Tray |

AUDIO & VISUAL

- | | |
|---|---|
| <input type="checkbox"/> Indoor/Outdoor Staging | <input type="checkbox"/> Sound Systems |
| <input type="checkbox"/> Freedom Par Uplighting | <input type="checkbox"/> Microphones |
| <input type="checkbox"/> Projector | <input type="checkbox"/> Projector Screen |

NOTES

Wedding Timeline Checklist

16-9 MONTHS BEFORE

- Start a wedding folder/Pinterest board.
- Set your budget.
- Choose your wedding party.
- Start your guest list.
- Hire a planner, if desired.
- Reserve your wedding date and venue.
- Book your officiant.
- Research vendors.
- Throw an engagement party, if you wish.

8 MONTHS BEFORE

- Hire a photographer + videographer.
- Book DJ + entertainment.
- Meet caterers _ rental vendors.
- Go dress shopping + find your dream dress.
- Start wedding registries.

7-6 MONTHS BEFORE

- Purchase your stationary.
- Start planning your honeymoon.
- Shop for bridesmaids' dresses.
- Map out the ceremony.
- Send save-the-date cards.
- Reserve items from vendors.
- Book a florist.
- Arrange day-of transportation.
- Compose a day-of timeline.

5-4 MONTHS BEFORE

- Book rehearsal + rehearsal dinner venues.
- Send guest list to the host of your shower.
- Choose your wedding cake style + flavors.
- Purchase wedding shoes.
- Start dress fittings.
- Schedule hair and makeup artist.
- Make your music list for the DJ.
- Start addressing invitations.

3-2 MONTHS BEFORE

- Finalize your menu and flowers.
- Order guest's favors.
- Finalize what is read at the ceremony.
- Purchase your undergarments.
- Finalize the order of the events.
- Purchase rings.
- Send your event schedule to all vendors
- Take bridal portraits.
- Send out invitations + RSVPs Enjoy a bachelorette party.

1 MONTH BEFORE

- Keep track of RSVPs.
- Get your marriage license.
- Get your last fitting.
- Send out payments to all vendors.
- Assign your guests' seating arrangements.
- Purchase bridesmaids' gifts.
- Write vows.
- Get your haircut.
- Mail the rehearsal dinner invitations.

1 WEEK BEFORE

- Gather final guest list + send to caterer.
- Confirm arrival times with vendors.
- Delegate small day-of-wedding tasks.
- Send a timeline to bridal party.
- Pick up your dress.
- Submit final payments to vendors.
- Book a spa treatment.
- Break in your shoes.
- Pack for your honeymoon.
- Relax and enjoy your wedding day!