



EVENT INFORMATION FORM

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Delivery Address: _____

City: _____ State: _____ Zip: _____

Truck access within 20' of Event Site? Yes No *Distance?* _____

Any obstacles or special notes about the setup site; i.e stairs, elevators, etc? (Please explain)

Event Information

Event Date: _____ Event Description: _____

of Guest: _____ Wedding Party Size (Including Bride & Groom): _____

DESIRED RENTAL ITEMS:

Tent
 Sidewalls *Window* *Solid*
Ft: _____ Ft: _____
Tent Surface? Grass Asphalt Concrete
Staking Permitted? Yes No

Guest Tables
 Round Size: _____ #: _____
 Square Size: _____ #: _____
 Banquet Size: _____ #: _____
 Farm #: _____

Chairs
Type: _____ #: _____

Linen
 Lap Length 3/4 Length
 Floor Length
Color: _____

Dance Floor
Color: _____ Size: _____

Lighting: _____

Heating/cooling: _____

Additional table space needed under tent (Check all that apply)

Dj Memory Dessert Cake Gift Bar Seating Chart
 Buffet # of Serving Lines _____ # of Tables per Line _____

Additional rental items needed or notes: _____

