

A-1 RENTALS OF BEAUMONT
Wedding and Reception Planning Guide

Provided by the American Rental Association and your local
A.R.A affiliated wedding rental professionals.

BRIDE _____

ADDRESS _____

PHONE **(WORK)** _____ **(HOME)** _____ **(CELL)** _____

E-MAIL _____

GROOM _____

ADDRESS _____

PHONE **(WORK)** _____ **(HOME)** _____ **(CELL)** _____

E-MAIL _____

WEDDING LOCATION _____

DATE _____ **TIME** _____

PERSON PRESIDING _____

RECEPTION LOCATION _____

DATE _____ **TIME** _____

REHEARSAL DINNER LOCATION _____

DATE _____ **TIME** _____

CHECK LIST

NUMBER OF GUESTS _____

INVITATIONS, RESPONSE CARDS, RECEPTION CARDS, INFORMALS _____

INVITATION STYLE _____ **QUANTITY** _____

REHEARSAL DINNER _____

WEDDING _____

RECEPTION _____

FLORIST _____

JEWELER _____

CATERER _____

BAKERY	
PHOTOGRAPHER	
MUSIC	
DECORATIONS	
CANOPY/TENT	
TUXEDOS	
GOWNS	
TRANSPORTATION	
PARKING	
GIFTS	
FAVORS	

FOR CEREMONY	
ARCH	
CANDELABRA	
CANDLES	
CANDLE TYPE	COLOR
AISLE RUNNER	LENGTH
OTHER	

FOR REHEARSAL DINNER		
TABLES	SIZE	
CHAIRS	STYLE	
TABLECLOTHS	SIZE	COLOR
NAPKINS	COLOR	
CHINA	PATTERN	
FLATWARE	PATTERN	
GLASSES	STYLE	STYLE
	STYLE	STYLE
SERVING PIECES		
CHAFFERS	STYLE	
DECORATIONS		

OTHER**FOR RECEPTION, DINNER, DANCE**

TENT	SIZE	LOCATION
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BRIDE/GROOM TABLES	SIZE
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BUFFET TABLE	SIZE
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DINNER TABLES	SIZE
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REGISTRATION TABLE	SIZE
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GIFT TABLE	SIZE:
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TABLECLOTHS	SIZE:	COLOR
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NAPKINS	COLOR
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CHAIRS	STYLE
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CHINA	PATTERN
--------------	----------------

FLATWARE	PATTERN
-----------------	----------------

GLASSES	STYLE	STYLE
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	STYLE	STYLE
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BEVERAGE FOUNTAIN

PUNCH BOWL

COFFEE SERVICE

CHAFFERS	SIZE
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TRAYS	SIZE	SIZE
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CANDELABRA

CANDLES	STYLE	COLOR
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DECORATIONS

CAKE KNIFE/SERVER

CAKE FOUNTAIN

SERVING PIECES

DANCE FLOOR

BAR

BARTENDER

LIQUID/MIXER

TYPE

AMOUNT

TYPE

AMOUNT

OTHER

RENTAL INFORMATION

REHEARSAL DINNER

DELIVERY DATE

TIME

RETURN DATE

TIME

WEDDING

DELIVERY DATE

TIME

RETURN DATE

TIME

RECEPTION/DINNER/DANCE

DELIVERY DATE

TIME

RETURN DATE

TIME