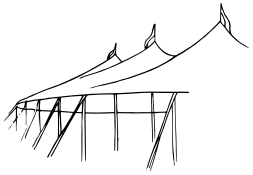


Party Perfect

SPECIAL EVENT RENTALS

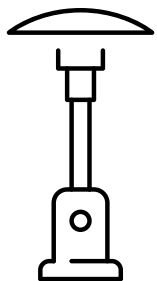
Party Planning Guide

We know that planning a party or wedding can be downright stressful! But don't worry, Team Penguin is here to help with all your party rental needs. In this guide, we're sharing the essential things to keep in mind when selecting your rentals for your next event, so you can focus on enjoying the celebration instead of stressing over the details.



party tents

- How many people are you expecting?
- What style/size tables do you like? Rounds, Squares, Rectangles, Farm Tables?
- What will be happening in the tent?
 - Dinner – Buffet or Plated?
 - Dancing? DJ or Stage? How big is the band?
 - Cocktail Hour? Bar(s)?
 - Lounge Area?
 - Cake or Gift Table?
 - Anything else?



heating

- When is your event? Will the lows be chilly?
- Do you want heaters outdoors as well?



event lighting

- Which style of lighting do you like best?
- Do you want to add chandeliers and/or ball lanterns to dress up the space?
- How bright do you want the space?
- Do you want/need lighting outside of the tent?



table & chair rental

- What style of tables do you like best?
- How many people would you like at each table?
- Will you need extra tables for buffets, gifts, cake, bars, etc.?
- If you are having a wedding, will you be having a head table or sweetheart table?
- What style of chairs do you like best? Will you need two sets or just one?
- Will you need tables & chairs for small children?
- Will you need supportive chairs for elderly guests?

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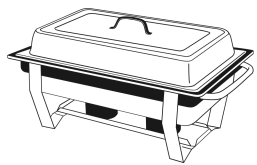
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Party Planning Guide (cont.)



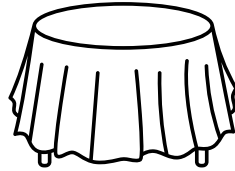
place settings

- What kind of look are you going for with your table settings?
- What style of [flatware](#) do you prefer?
- What style of [plates](#) do you prefer?
- Will you need additional plates for salad and/or dessert?
- Will you be serving wine at dinner or just from the bar?



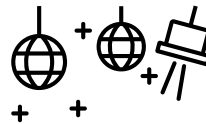
food & beverage rentals

- What kind of food will you be serving?
- Will you be having a buffet, family-style or plated meal service?
- How many people will be eating? Kids?
- Will you have a self-serve beverage station?
- Do you want to serve any hot beverages like coffee, tea or hot cocoa?
- What kind of beverages will you have at the bar? Cocktails, beer, wine?



linen rentals

- Do you want tablecloths on the tables or rustic farm tables?
- What color tablecloths do you like?
- Do you want patterned or textured tablecloths?
- Do you want patterned or textured napkins?



dance floor & stage rental



- How many people are you expecting?
- What style of dance floor rental do you prefer?
- Are you having a DJ or band?
- If band, how many people are in the band?
- How tall do you want the stage? 8", 16" or higher?
- Do you want skirting on the stage?



fun & games

- Do you plan on having a game area?
- If so, do you need to rent games?

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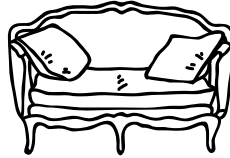
SPECIAL EVENT RENTALS

Party Planning Guide (cont.)



audio visual rentals

- Are you giving speeches at your event?
- Will the DJ/band be providing A/V equipment, or do you need to rent your own?
- Will there be a slideshow?
- If so, do you need a screen or projector?



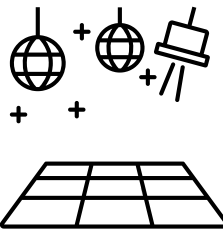
lounge & décor rentals

- Do you want tablecloths on the tables or rustic farm tables?
- What color tablecloths do you like?
- Do you want patterned or textured tablecloths?
- Do you want patterned or textured napkins?



restroom trailer rental

- What kind of food will you be serving?
- Will you be having a buffet, family-style or plated meal service?
- How many people will be eating? Kids?
- Will you have a self-serve beverage station?
- Do you want to serve any hot beverages like coffee, tea or hot cocoa?
- What kind of beverages will you have at the bar? Cocktails, beer, wine?



dance floor & stage rental

- How many people are you expecting?
- What style of dance floor rental do you prefer?
- Are you having a DJ or band?
- If band, how many people are in the band?
- How tall do you want the stage? 8", 16" or higher?
- Do you want skirting on the stage?

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