

The Ultimate Event Planning Checklist



1. Seating

- Tables: Dining tables, cocktail tables and buffet tables
- Chairs: For guests (dining, ceremony, lounge)
- High chairs: For family-friendly events or guests with children
- Chair cushions: To match your theme and for comfort (some seats may include seat pads already, so if unsure just ask your supplier)

2. Tableware

- Plates: Appetiser, dinner and dessert plates for each guest
- Glassware: Water, wine, champagne and cocktail glasses (you may also want additional glasses such as pint or shot glasses).
- Cutlery: Starter knife and fork, main knife and fork, dessert fork and spoon (for each guest)
- Napkins: Cloth napkins for a formal touch or themed paper napkins
- Serving trays and platters: For presenting appetisers, mains or desserts

3. Decor

- Tablecloths or table runners: For each dining or cocktail table
- Centrepieces: Floral arrangements, candles, lanterns or themed items
- Place cards: Personalised or thematic for seating arrangements
- Table numbers: For larger events or seating arrangements
- Themed decor: Like seasonal accents or specific wedding decor

4. Extra's for Comfort & Style

- Gazebo's or tents: For outdoor events to provide shade or rain protection
- Aisle runner: Ideal for weddings
- Red carpet: For a luxurious entry
- Lighting: Festoon or pea lights, spotlights to uplight an ornament or focal point
- Heaters or fans: For outdoor events in cooler or warmer weather

5. Event Accessories

- Bar setup: Table, glasses, ice buckets and bartending tools
- Cake stands or dessert table
- Bins and recycling stations
- Dance floor
- Sound system or speakers

6. Final Touches

- Signage: Welcome signs, directions and information boards
- Photo booths or backdrops for guest pictures
- Guest book and pen: For weddings to capture memories
- Gift table: Including a card box for well wishes and presents

Pro Tips:

- Always double-check seating arrangements to ensure comfort and proper flow of the event.
- Include extra glassware or cutlery in case of unexpected guests or accidents.
- The earlier you start booking your items, the less stressful it will be and the more likely you can get your first choice company.

Download/print out this checklist now to stay organised and stress-free during your event planning journey! Need more assistance? Contact Tables and More for all your event rental needs!

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Opening Hours:
Monday: Friday 9:00 am - 5:30 pm
Saturday: 10:00 am - 4:00 pm
Sunday: Closed

