

Graduation Party Rental Checklist

1 Tents & Canopies

Book first. They sell out first.

- ☐ Main Tent – Sized to Guest Count, See Guide
- ☐ Sidewalls – Weather Coverage
- ☐ Small Canopies – Food & Drink Stations
- ☐ Tent Lighting – Evening Parties

2 Tables

Mix sizes based on your layout.

- ☐ 60-Inch Round Tables – Seats 8 to 10
- ☐ 8-Foot Banquet Tables – Seats 6 to 8, Ideal for Buffet
- ☐ Cocktail High-Tops Tables
- ☐ Gift & Card Display Table
- ☐ Dedicated Cake / Dessert Table

3 Chairs

One per guest, plus a few extra.

- ☐ White Folding Chairs – Standard

4 Linen & Table Setup

The single biggest upgrade.

- ☐ Floor-Length Linens – School Colors
- ☐ Banquet Covers – Buffet Tables
- ☐ Cocktail Table Linens

5 Food & Beverage Equipment

Keep hot food hot, cold drinks cold.

- ☐ 8-Foot Ice Tables – Keep Drinks Cold
- ☐ Chafing Dishes – Keep Food Hot
- ☐ Beverage Dispensers
- ☐ Coffee Urn
- ☐ Snow Cone Machine
- ☐ Popcorn Machine
- ☐ Cotton Candy Machine

6 Entertainment

Keeps kids busy so adults can visit.

- ☐ Bounce House / Obstacle Course
- ☐ Yard Games
- ☐ Party Machines

7 Comfort & Atmosphere

Easy to forget until party day

- ☐ Fans – Hot Afternoons
- ☐ Patio Heaters – Cool Evenings
- ☐ Generator – Power Needs
- ☐ String Lighting – Late Evenings

8 Party Items & Supplies

The small stuff that ties it together.

- ☐ Serving Trays and Platters
- ☐ Trash Receptacles

Tent & Canopy Sizing Guide

Not sure? Call (570) 366-1071 and we'll size it for you.

Guest Count	20-30	40-60	70-100	100-150	150+
Seated Meals	20x20	20x40	30x40	30x60	40x60
Buffet Style	15x15	20x30	20x40	30x40	30x60

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