



YOUR MARQUEE CHECKLIST

Use our checklist to help you plan the things you require and to help us make your event one to remember.

How many guests do you expect to have? _____

What dates will you require your delivery/collection? _____

What layout do you intend to have? _____

Do you require:

	YES	NO
Seating	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Heating	<input type="checkbox"/>	<input type="checkbox"/>
Lining	<input type="checkbox"/>	<input type="checkbox"/>
Walkways	<input type="checkbox"/>	<input type="checkbox"/>
Dance Floors	<input type="checkbox"/>	<input type="checkbox"/>

Things to remember:

Does the site have adequate access and space?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have power facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate guest parking?	<input type="checkbox"/>	<input type="checkbox"/>
Are there toilet facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Do you need to stagger the arrival of contractors?	<input type="checkbox"/>	<input type="checkbox"/>
Do you need an extra marquee for caterers?	<input type="checkbox"/>	<input type="checkbox"/>

Notes
