



Party Timeline & Printable Checklist

Use this checklist to keep your rental plan on track.

Your Event Timeline & Checklist

- ☐ **Eight weeks out:** Set your date, venue, and budget range.
- ☐ **Six weeks:** Request quotes with guest count, delivery window, access notes, and any venue rules that affect placement.
- ☐ **Four weeks:** Confirm layout zones, bar plan, and glass counts.
- ☐ **Three weeks:** Schedule a site walk if access is tight or if a tent is needed.
- ☐ **Two weeks:** Finalize numbers, send your diagram, and confirm delivery and pickup windows in writing.
- ☐ **One week out:** Send the final guest list, power plan, and day of contact to your vendor. Walk the route from truck to placement and remove obstacles.
- ☐ **Three days out:** Confirm weather and decide on heaters or fans if outdoors.
- ☐ **One day out:** Set signs for parking and place doorstops for access.
- ☐ **Day of:** Clear pathways before delivery, check bar frontage, set bussing tubs, and keep a small tool kit for quick fixes. After the party: gather rental items in the agreed zone and check for glassware before trash bags go out.

Notes
