

COUNTESS MARQUEES EVENT CHECKLIST

YOUR EVENT	
Name of event	
Date of event	
Number of guests	
THE MARQUEE	
Location of marquee	
Trees, steps, underground cables/pipes on marquee site?	
Marquee size	
Space for bar, dance floor, DJ/band, speakers, AV presentations	
Entrance marquee	
Catering tent	
Green room tent	
Toilet tent	
Access to marquee (weather, lighting, security)	
INSIDE YOUR MARQUEE	
Colour of linings	
Colour of carpet	
Style of lighting	
Theme	
Window walls or roofs	
Doors	
FURNITURE	
Round or trestle tables	
Linen covers or vintage wood	
Buffet table	
Cake table	
Present/guest book table	
Bar	
Dance floor	
Stage	
Poseur (bar) tables	
Chill out furniture	
Easel	
Coat rails	
ENTERTAINMENT	
DJ/Band/PA	
Dance lighting	
Green room area	
Projector	
TEMP, POWER, TOILETS	
Heating or cooling	
Power supply	
Toilets	
Insurance	
Booking	
SCHEDULE	
Supplier details	
Installation schedule	
Take down schedule	