



# Party Equipment Checklist

Please fill out this checklist, save it to your desktop as a PDF, then click on the "Contact Us" link on our website. Attach the file to the email. We will send you a quote or contact you shortly. Or, if you prefer, you may print the form and mail it to Park Avenue Parties, 601 East Main, Montrose, CO 81401 or fax it to 970-249-1882.

Name: \_\_\_\_\_  
Date of Party: \_\_\_\_\_  
Location of Party: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Approx. Number of guests: \_\_\_\_\_

### TABLES:

Please indicate quantity and table letter for the following table choices. (Example: Guest tables: 5E)

- Table "A" = Tall Cocktail Table 30-Inch
- Table "B" = 36-Inch Round Table
- Table "C" = 48-Inch Round Table
- Table "D" = 60-Inch Round Table (Seats 8)
- Table "E" = 6-Foot Rectangular Table (Seats 6)
- Table "F" = 8-Foot Rectangular Table (Seats 8)

Guest Tables \_\_\_\_\_ Buffet Tables \_\_\_\_\_  
Cake Tables \_\_\_\_\_ Drinks Tables \_\_\_\_\_  
Bar Tables \_\_\_\_\_ DJ or Music Tables \_\_\_\_\_  
Gift and Guest Book Tables \_\_\_\_\_  
Wedding Party Head Tables \_\_\_\_\_  
Other Tables \_\_\_\_\_

### CHAIRS:

Please indicate quantities required for each of the following chair types:

White Poly Fold-Up Chairs \_\_\_\_\_  
Brown Poly Fold-Up Chairs \_\_\_\_\_  
White Wedding Cushioned Chairs \_\_\_\_\_

### DANCE FLOOR:

Location: Indoor or Outdoor: \_\_\_\_\_  
15x15, 18x18, OR LARGER SIZES AVAILABLE  
(The indoor dance floor can be used outdoors on a deck or other hard surface.)  
Dance Floor Size \_\_\_\_\_

### LINENS:

Please call or see our website for linen sizes and colors.

Linen Requirements \_\_\_\_\_

### DINNERWARE:

Plastic or Porcelain \_\_\_\_\_  
Dinner Plates \_\_\_\_\_ Salad Plates \_\_\_\_\_  
B&B Plates (For Cake, hor D'oerves, Bread) \_\_\_\_\_

### GLASSWARE:

Coffee Cups or Mugs \_\_\_\_\_  
Water 16 oz. \_\_\_\_\_  
Large Wine / Small Water 11.5 oz. \_\_\_\_\_  
Small Wine 6.5 oz. \_\_\_\_\_ Flutes \_\_\_\_\_  
Tall Wine (multipurpose) \_\_\_\_\_ Beer \_\_\_\_\_  
Cocktail, Margarita, or Martini \_\_\_\_\_

### SILVERWARE:

Dinner Forks \_\_\_\_\_ Salad Forks \_\_\_\_\_  
Spoons \_\_\_\_\_ Knives \_\_\_\_\_  
Serving Spoons / Utensils \_\_\_\_\_

### CATERING SUPPLIES:

Chafers \_\_\_\_\_ Sterno \_\_\_\_\_  
Water Pitchers \_\_\_\_\_ Trays \_\_\_\_\_  
Cambro Food Transporters \_\_\_\_\_  
Coffee Pots \_\_\_\_\_ Gas Barbeque \_\_\_\_\_  
Chill-N-Fill Table \_\_\_\_\_  
Propane \_\_\_\_\_ Beverage Dispensers \_\_\_\_\_

### MISCELLANEOUS:

Trash Cans and Liners \_\_\_\_\_  
Coffee Service \_\_\_\_\_ Salt / Pepper \_\_\_\_\_  
Chargers (Silver or Gold) \_\_\_\_\_  
Bread Basket \_\_\_\_\_ High Chairs \_\_\_\_\_  
Electric Generator \_\_\_\_\_  
Wine Carafes (For Table Water) \_\_\_\_\_  
Concession Equipment (see website) \_\_\_\_\_

### ELECTRONICS:

Laptop Projector \_\_\_\_\_  
Fender Pro 300 Music System \_\_\_\_\_  
(plays mp3, laptop, or live music - 300 watts!)  
PA with Lectern \_\_\_\_\_  
Hand Held PA \_\_\_\_\_

### TENTS:

Please see our website or call our party planners to determine the size of tent that is right for your party.

Tent Requirements \_\_\_\_\_

Thank you for choosing Park Avenue Parties  
for all your party rental needs!