

Fill out and Fax to 518-587-2150

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|---------------------|--------------|--------------|----------------------|--------------|--------------------------|
| Client Name | | | Event Date | | |
| Event Name | | | Delivery notes | | |
| Event Location | | | | | |
| Ceremony | | | On the Table | | Kitchen |
| resin chair | | | Ccktl | Recep | Tent |
| samsonite | | | LINEN | | butane burners |
| chiavari (color) | | | Style | | 6 burner stove |
| bench | | | Color | | Convection |
| other | | | Napkins | | Hot box- sterno style |
| Tent size | | | 90" rd | | Hot box-Electric |
| Stage | | | 108" rd | | Grill: Gas or C Coal |
| Arbor | | | 120" rd | | Sink |
| Other | | | 132" rd | | 6' Formica prep tbl |
| | Ccktl | Recep | 72"X120" | | 6' banquet table |
| Tent size | | | 90"X156" | | 8' banquet table |
| resin chair | | | Overlay | | bakers rack |
| chiavari (color) | | | | | sheet pans |
| samsonite | | | Special Instructions | | coffee maker |
| 3' low tbl 28" | | | | | 100 Quart cooler |
| 3' hi tbl 42" | | | Glass | | Serving |
| 4' round | | | Banquet H2O | | Chafing dish |
| 5' round | | | All Purp wine | | additional inserts |
| 6' round | | | Red Wine | | Insulated bev servers |
| 6' banquet | | | rocks | | Water pitcher |
| 6' bar top | | | 11 oz. hi ball | | tongs |
| 8' banquet | | | Martini | | spoons |
| 8' bar top | | | Flute Champ | | silver trays |
| Décor | | | Pilsner | | china platters |
| Perim Lights | | | Other | | wait trays |
| Par Cans | | | Coffee cup | | tray stands |
| Chandeliers | | | w/saucer | | bus tubs |
| Pin spots | | | Coff Mug | | Beverage Cambro |
| Patio Heaters | | | China | | Samoivair |
| Forced Air heat | | | b and b plate | | Cambro Trans cabinet |
| Fan | | | glass salad | | heat lamp |
| additional flooring | | | 7.5 salad/ des | | Caraffe |
| Bathroom trailer | | | 10.5 dinner | | |
| bathroom tent | | | Flatware | | Stainless or Silverplate |
| Generator | | | Sld/ Dsrt fork | | |
| Power distro | | | Dinner Fork | | Creamers |
| Dryer plug | | | Dinner knife | | sugar |
| Yard lights | | | teaspoon | | |
| Stage | | | steak knife | | |
| Band or DJ | | | b and b knife | | |
| Dance floor | | | baskets | | |
| | | | S&P Mini or Tower | | |