

IG: mytentevent

TENTED EVENT GUIDE

Event date and time:
On-site contact:
Critical details of planning and executing a tented event
O Calculate approximate guest count to determine tent size required
Measure space for tent – a complimentary site inspection within Calgary city limits is available
O Identify the surface tent will be installed on (grass, asphalt, concrete etc.)
O Confirm tent style and size
O For staked tents: contact Utility Safety Partners for a free Utility Locate (this is mandatory and needs to be completed
within 2 weeks prior to tent installation). Weighting your tent is also an option
Tent rental details
Time: Setup Takedown
Tent type: O Timber pole O Clearspan O Marquee O Stretch O Bell
Setup type: O Stakes O Weights
Utility Locates schedule (staked and a/p setup only):
Tent Top: Opaque OTranslucent OClear OSkylight OMixed
Ceiling draping:
Walls: OSolid white OFrench Window OBay Window OGlass ODoors ONone
Lighting: OVintage OChandellier OFloodlight OHalide ONone
Flooring: OSubfloor OFinished OCarpet ONone
Heating:
Fans:
Basic amenities to consider
O Washrooms
O Power source
O Guest parking
O Transportation
O Garbage cans
O Garbage cleanup
O Fire extinguishers
O Exit signs

Decor	Other rentals	
Chairs	Tables	
Lounge furniture Decor Linen Tableware Staging Dancefloor Services to consider Event / wedding planner Catering / bartending DJ / Entertainment Photoprapher Audio / visuat Florist Fencing Security Pest Control		
Decor Linen Tableware Staging Dancefloor Services to consider Event / wedding planner Catering / bartending DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control	Chairs	
Decor Linen Tableware Staging Dancefloor Services to consider Event / wedding planner Catering / bartending DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control		
Decor Linen Tableware Staging Dancefloor Services to consider Event / wedding planner Catering / bartending DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control	Lounge furniture	
Linen Tableware Staging Dancefloor Services to consider Event / wedding planner Catering / bartending DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control		
Staging Dancefloor Services to consider Event / wedding planner Catering / bartending DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control	Decor	
Staging Dancefloor Services to consider Event / wedding planner Catering / bartending DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control	Linon	
Staging	Lilien	
Staging	Tableware	
Services to consider Event / wedding planner		
Services to consider Event / wedding planner	Staging	
Services to consider Event / wedding planner		
Event / wedding planner		
Event / wedding planner		
Event / wedding planner	Services to consider	
Catering / bartending DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control		
DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control		
DJ / Entertainment Photoprapher Audio / visual Florist Fencing Security Pest Control	Catering / bartending	
Photoprapher		
Audio / visual	DJ / Entertainment	
Audio / visual		
Florist Fencing Security Pest Control	Photoprapher	
Florist Fencing Security Pest Control		
Fencing Security Pest Control	Audio / visual	
Fencing Security Pest Control		
Security Pest Control	Florist	
Security Pest Control		
Pest Control	. 5.15.115	
Pest Control	Security	

Notes: