DESIGN YOUR FLOOR LAYOUT

P: 864.848.7212 F: 864.848.7467 E: info@DavenportGreer.com

Name:	Event Date:
Phone:	Arrival Time:

Event Time:



© emergency contact

If we have any questions about your layout on the day of the event, who can we call?

Name: _____

Phone:

Caterer: _____

DJ: _____

Florist:

Coordinator:

Photographer: _____

✓ check-off list

- ☐ Select the **linen color** for each table.
- ☐ Select the **skirt color** for tables you want skirted.
- $\hfill \Box$ Signify the **number of chairs** around each table.

ADDITIONAL RENTAL ITEMS

- ☐ Chair Covers __color __amount __\$3/ea
- ☐ Chair Sashes ___color__ amount_ \$1/ea
- ☐ **Table Toppers** ___color__, _amount__ \$10/ea
- Banister Tulle and Lights\$50
- ☐ Alcohol Permit......\$100
- - ♦ From _______ to ______

(i) special notes

m rental. *

FLOOR LAYOUT INSTRUCTIONS

STEP 1 cut out & arrange

- Cut out and arrange your tables on the open floor plan on the previous page.
- Then, mark each table's linen choice, skirt choice, and total number of chairs.

 $\mathbf{w} = \text{White I inen}$

sw = Skirt White

 \boldsymbol{b} = Black Linen

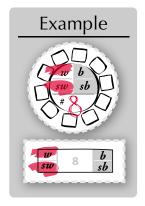
sb = Skirt Black

10 = 10 chairs

 $\Im = 9 \text{ chairs}$

 δ = 8 chairs

etc...



STEP 2 complete check list

- Complete the check list on the previous page to make sure you didn't miss anything.
- Then...

You're Finished!

But Don't Forget!

Please bring your floor layout to your 30 day meeting, along with the remaining balance and your \$200 security deposit.

 If you have any questions about the floor layout, please call us at 864-848-7212 or email us at info@davenportgreer.com.

ncluded with your rental

TABLES & CHAIRS

100 - Black or White Plastic Chairs

14 - 60 in. Round Tables

- 4 8 ft. Rectangular Tables
- 4 6 ft. Rectangular Tables
- 3 4 ft. Rectangular Tables

LINENS & TABLE SKIRTS

- Each table includes a 25% discount on a linen from Greer Event Rentals (Full length, lap length and skirting are available in many colors).
- Use of 100 black or white plastic chairs, or \$100 credit at Greer Event Rentals for a different chair.



- Chair Covers & Sashes
- Chandelier tulle/lights
- Banister tulle/lights
- Cocktail/Sweetheart tables
- Bartenders/Servers
- Parking Attendents
- Linen Napkins
- Floor Length Linens
- Glassware

- Floor Monogram
- Additional Chairs
- Complete Event Clean-Up

cut-out accessories

Please note that the cut-out accessories represent more tables & chairs than are available, since some accessories are pre-labeled for your convenience (ex. Cake, Bar, etc...). Refer to the list of Tables & Chairs above for the exact number of available items.

