

# DESIGN YOUR FLOOR LAYOUT

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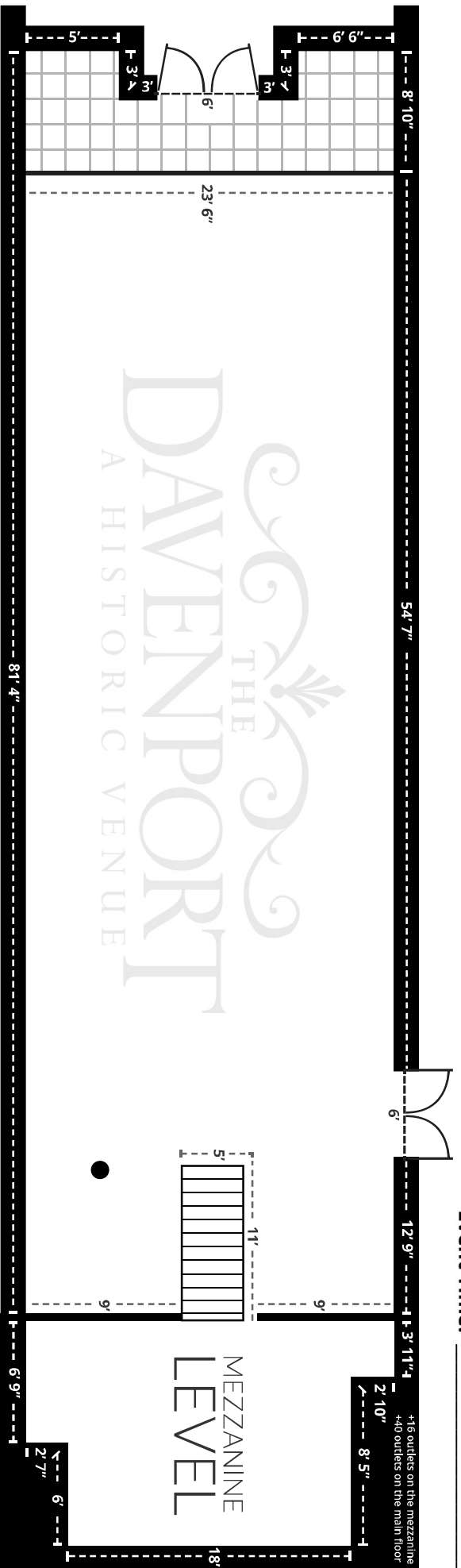
Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_

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.
- 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
- Cocktail Tables** \_\_\_\_\_ amount \_\_\_\_\_ \$12/ea
- Sound System & Mic. .... \$150
- Banister Tulle and Lights. .... \$50
- Alcohol Permit..... \$100

**Bridal Suite** ..... \$75 per/hr  
 \* \$100 Security Deposit. 3hr minimum rental. \*

🕒 From \_\_\_\_\_ to \_\_\_\_\_

## 📌 special notes

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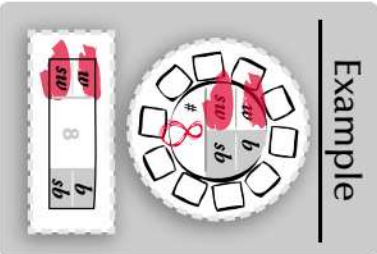
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# FLOOR LAYOUT INSTRUCTIONS

## 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.

- w* = White Linen
- sw* = Skirt White
- b* = Black Linen
- sb* = Skirt Black
- 10 = 10 chairs
- 9 = 9 chairs
- 8 = 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](mailto:info@davenportgreer.com).

**+** included with your rental

### TABLES & CHAIRS

- 75 - Padded stackable chairs
- 14 - 60 in. round tables
- 4 - 8 ft. rectangular tables
- 4 - 6 ft. rectangular tables
- 3 - 4 ft. rectangular tables

### LINENS & TABLE SKIRTS

- One(1) 85in. x 85in. top linen (black or white) per ROUND table (4 corners reach floor)
- All rectangular tables - One(1) black or white top linen & one(1) black or white skirting
- If needed, black or white skirting for 2 round tables will be provided. (ex. Cake table, gift table, etc...)



### Also Available @ Additional Charge

Record each additional item under special notes on your Floor Layout.

- Chair Covers & Sashes
- Cocktail/Sweetheart tables
- Linen Napkins
- Floor Monogram
- Chandelier tulle/lights
- Bartenders/Servers
- Floor Length Linens
- Additional Chairs
- Banister tulle/lights
- Parking Attendants
- Glassware
- 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.

