



# TENTED EVENT GUIDE

Event date and time:

On-site contact:

## Critical details of planning and executing a tented event

- Calculate approximate guest count to determine tent size required
- Measure space for tent – a complimentary site inspection within Calgary city limits is available
- Identify the surface tent will be installed on (grass, asphalt, concrete etc.)
- Confirm tent style and size
- 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:  Timber pole  Pole  Clearspan  Marquee  Stretch  Bell

Setup type:  Stakes  Weights

Utility Locates schedule (staked and a/p setup only):

Tent Top:  Opaque  Translucent  Clear  Skylight  Mixed

Ceiling draping: \_\_\_\_\_

Walls:  Solid white  French Window  Bay Window  Glass  Doors  None

Lighting:  Vintage  Chandellier  Floodlight  Halide  None

Flooring:  Subfloor  Finished  Carpet  None

Heating: \_\_\_\_\_

Fans: \_\_\_\_\_

## Basic amenities to consider

- Washrooms \_\_\_\_\_
- Power source \_\_\_\_\_
- Guest parking \_\_\_\_\_
- Transportation \_\_\_\_\_
- Garbage cans \_\_\_\_\_
- Garbage cleanup \_\_\_\_\_
- Fire extinguishers \_\_\_\_\_
- Exit signs \_\_\_\_\_

## Other rentals

Tables \_\_\_\_\_

\_\_\_\_\_

Chairs \_\_\_\_\_

\_\_\_\_\_

Lounge furniture \_\_\_\_\_

\_\_\_\_\_

Decor \_\_\_\_\_

\_\_\_\_\_

Linen \_\_\_\_\_

\_\_\_\_\_

Tableware \_\_\_\_\_

\_\_\_\_\_

Staging \_\_\_\_\_

\_\_\_\_\_

Dancefloor \_\_\_\_\_

\_\_\_\_\_

## Services to consider

Event / wedding planner \_\_\_\_\_

\_\_\_\_\_

Catering / bartending \_\_\_\_\_

\_\_\_\_\_

DJ / Entertainment \_\_\_\_\_

\_\_\_\_\_

Photographer \_\_\_\_\_

\_\_\_\_\_

Audio / visual \_\_\_\_\_

\_\_\_\_\_

Florist \_\_\_\_\_

\_\_\_\_\_

Fencing \_\_\_\_\_

\_\_\_\_\_

Security \_\_\_\_\_

\_\_\_\_\_

Pest Control \_\_\_\_\_

\_\_\_\_\_

Electrician \_\_\_\_\_

\_\_\_\_\_

## Notes: