

Peak Rentals Outdoor and Tent Event Planning Timeline

For backyard parties, family reunions, grad parties, festivals and community events. The big decisions are your date, your guest count, your spot and your washrooms. Print this sheet and tick tasks off as you go.

3 months before, or as soon as your date is set

- ☐ Set the date, a rough guest count and your budget
- ☐ Choose the spot; for a park or public space, find out who books it
- ☐ Decide what the tent is for: shade and rain cover for guests, a food or serving area, a stage or vendor space
- ☐ Book Peak Rentals for your tent, tables and chairs; summer weekends book up fast
- ☐ Find out if you need permits (public events, larger tents, road closures or alcohol often do)

2 months before

- ☐ Book portable toilets, and ask the supplier how many you need for your crowd and how long the event runs
- ☐ Plan the food: barbecue, potluck, food truck or caterer
- ☐ Plan power for lighting, music and food: an outdoor outlet within reach, or a generator
- ☐ Apply for permits
- ☐ Book music or entertainment, if you're having any
- ☐ For festivals and community events: plan parking, garbage and recycling, first aid and volunteers

1 month before

- ☐ Send invitations or start promoting the event
- ☐ Check your guest count against your tables and chairs, and adjust your rental if needed

2 weeks before

- ☐ Request utility locates for the tent area at least five business days ahead (see our Tent Site Prep Sheet)
- ☐ Confirm portable toilet delivery and pick up times

- ☐ Make a simple schedule of deliveries and setup

1 week before

- ☐ Give final numbers to Peak Rentals and decide on sidewalls
- ☐ Check the forecast
- ☐ Let neighbours know the date, time and a contact number

1 or 2 days before

- ☐ Clear the site and flag the tent corners before we arrive
- ☐ Tent delivery and installation; larger tents and floors may need two days

Event day

- ☐ Have one person in charge who suppliers can reach
- ☐ Keep sidewalls ready to close if wind or rain picks up
- ☐ Enjoy the day

After the event

- ☐ Clear decorations, garbage and belongings out of the tent before we take it down
- ☐ Wipe down your rental items and stack them where our crew left them, ready for pick up

Questions or ready to book? Call us at 506-863-PEAK (7325), email info@peakrentals.com, or request a quote at PeakRentals.com.