

# *Party Time Rentals*

## ELEMENTS FOR THE PERFECT

# *Outdoor Event*

### FOR CONSIDERATION WHEN PLANNING YOUR EVENT

#### **WHAT TYPE OF AREA DO YOU HAVE TO WORK WITH?**

Ideally, select an area that is clear of objects and most importantly level. This is especially true if you are planning on using tents, a dance floor or staging. Guest tables and chairs also require a flat surface in order to achieve a safe and comfortable setting.

#### **WHAT TIME OF THE YEAR ARE YOU PLANNING YOUR EVENT?**

Make sure that you consider weather conditions with your guests in mind. Rain is the primary threat when entertaining in Texas, no matter what time of the year. It is crucial to have a backup plan in case heavy showers are forecasted. Many hostesses prefer to include a tent in their plan to ensure their outdoor venue is covered. Tents also provide shade from the sun and can be outfitted with walls if desired.

Temperatures in Texas can be extreme and certainly affect your event. Heating and cooling options are available to help insure maximum comfort for you and your guests. This is particularly important if your guest list includes older individuals or people with special needs. If your event is adjacent to a home or a building, perhaps you can provide an indoor seating area that would be more comfortable for those special guests.

#### **IS IT REALLY NECESSARY TO PROVIDE ADDITIONAL LIGHTING?**

Lighting is very important, not only for convenience but for the safety of your guests. Remember, people attending your event are not familiar with your outdoor area like you are. It is especially important to light pathways that will be in use.

Also think about the need for lighting after the event is over. Will there be caterers or music providers removing their equipment, or possibly friends staying to help with the cleanup of the area? Lighting can be just as vital after the party is over.

#### **WHAT SMALL DETAILS DO I NEED TO THINK ABOUT?**

It is easy to forget the small details when planning a big event. Here are a few key details to think about.

POSSIBLE PERMITS REQUIRED BY THE CITY OR COUNTY

TRASH CONTAINERS

PARKING LOGISTICS FOR BOTH SERVICE PROVIDERS AND GUESTS

RESTROOM AVAILABILITY

LAWN SERVICE/ INSECT CONTROL

LICENSED BARTENDERS

SECURITY STAFF

GENERATORS/ POWER SOURCE

## **PUT YOURSELF IN YOUR GUEST'S PLACE**

Make a test run using the event location at approximately the same time of day that your party will be held. Have a pen and paper in hand so you can make notes. Try and notice details that could affect the planning of your event, either good or bad. Following are examples to think about.

## **CONSIDER THE SUN'S DIRECTION**

If you are planning a wedding ceremony, the time of day could be crucial. Make sure to place key elements in directions that will avoid interference from the sun's glare.

Never place seating where the sun can blind your guests. The same advice goes for the placement of seated tables that guests will use for dining or socializing. Make sure that your buffet, beverage, or dessert tables are located in a shaded area also. Remember that the Texas sun is hot and can spoil cold food, wilt fruit and even melt desserts in a matter of minutes.

## **WHAT ARE THE TRUE ADVANTAGES OF HAVING A TENT?**

Tents actually create an outdoor venue. Obviously a tent provides shelter when unpleasant weather conditions exist, but they are also considered a "fair weather friend" in many cases, especially in Texas. These structures provide much needed shade and can be cooled in the summer and warmed in the winter. Tents offer the perfect atmosphere for decorating purposes and truly set the stage for any type of gathering. One of the biggest pluses to having a tent reserved is the peace of mind it provides. It is one less worry that the host will encounter as the event day draws closer. In other words, including a tent from the beginning can save both time and money if mother nature decides not to be in her party mood!

## **DO I ACTUALLY NEED TO FURNISH TABLES AND CHAIRS FOR ALL MY GUESTS?**

Let's pose this question a different way. When you are invited to an event, don't you expect to have a place to sit? The answer of course, is yes. Many hosts are under the impression that not all their company will be sitting at the same time. This is not the way to plan a social event. Think about it. Typically guests arrive in couples. Most ladies will set their purses down either on the top of a table or in the chair where they intend to sit. Chances are that the person with her plans to sit in the next chair. They usually will stand and socialize as other people arrive knowing that they have already reserved their place. In other words, chairs are taken even before it is time to sit down.

Another important fact is that no one wants to stand while they eat. If you have food at your party make sure to have enough tables to accommodate everyone, even if you are only offering finger food. Never expect a guest to sit with a plate on their lap and their drink on the ground. Not only does it appear that you did not know how to plan ahead, but it also looks like you cut corners at your guests expense. No matter if your gathering is casual or formal, a host that appears "cheap" will leave guests with a bad impression.

FYI: Round tables are preferred for guests and rectangle for food or other service related needs. Chairs are usually available in different styles and colors. When deciding what chair to use consider the width of the leg if your event is outdoors. The wider the chair leg, the sturdier the chair is on a grass surface. If you are planning your party indoors, make sure you chose a chair that will not scratch your wood floors or leave marks. Remember that chair appearance vary from utility to formal use and are usually priced accordingly.