

Tahlula's Event Hire

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Warehouse is open for viewing by appointment only. Consultations by appointment only. Call now ☺ 0418664227

Checklist

Here at Tahlula's Event Hire we want to help you with every part of your Event. Tahlula's is not just about weddings, we can supply for all events no matter how big or small. We have put together a check list for most events, just follow the steps & you shouldn't forget anything ☺

With all events there are a few things that you need to know before you start looking at what you are going to hire.

- Firstly, don't run out & start randomly purchasing things as you will find closer to the date that you have things that won't be needed or used.
- Most event hire suppliers take bookings up to two years in advance, so don't put off what you can do today. Book in early to get exactly what you want with longer to pay off & at current prices.
- Have I made an appointment at Tahlula's?
- What is the purpose of the Event.
- What is the date for your Event.
- Where is the Venue.
- Have a written list of exactly what the venue is supplying, this can be different to what you are expecting, what you see on a visit is not necessarily what is being supplied.
- Start/finish Time of Event eg Ceremony, reception, guest arrival time at events.
- Indoor/Outdoor/Season
- Theme or Style for the Event
- Colour choices , swatches are helpful
- Approximate guest numbers
- Inspiration research/ mood board (eg internet pics)
- Budget for your Event

Armed with this information you are ready to come in & have a chat with our staff or any other suppliers you may wish to talk to.

Tick as many boxes as you like, we are not going to take this information as a booking, it is just a prompt for discussion.

Tick	Theme (all others available)
	Modern
	Vintage

	Rustic
	Boho
	Bespoke
	Beach
	DIY
	Christmas
	High Tea
	Bridal shower
	Baby shower
	Engagement
	Birthday
	Kids
	Mens
	Bucks
Tick	Do we need:
	Stylist/ set up / packdown
	Delivery/ pickup
	Late night pickup
	Bespoke or Customised order

Parties – birthdays, engagement, anniversary, corporate, special occasions, all ages.

Tick	Items & suggestions
	Venue
	Furniture, tables/seating etc.
	Furniture for Kids, small size
	Shelter, market umbrellas, gazebo, marquee etc.
	Bunting, Banners
	Venue decorations/props
	Lighting
	Table decorations/ vases/ centerpieces
	Table clothes, runners, overlays
	Backdrop for cake table or photo area
	Cake Table
	Cake Pedestals/Plates
	Desert Buffet
	Lolly buffet
	Drinks Buffet
	Cart – drinks, lollies, gifts, display etc
	florals
	Crockery/glassware/cutlery/
	Drinks tubs
	Bar
	Photo booth
	Lighting
	Lanterns, candles,
	Signage
	Games, giant outdoor
	Outdoor heating
	Wine barrels
	Wishing well
	Guest Book
	High Tea – afternoon tea, birthday, baby shower, bridal shower,
	Cups, saucers, plates
	Tiered plates
	Tea pots
	Coffee pots

Milk jugs
Sugar bowls
Water jugs
Water glasses
Wine glasses
Drink dispensers
Vases
Florals
Tablecloths & napkins, doyleys
Cake plates
Cutlery, Crockery
Signage, bunting, theming
Shelter, umbrellas, gazebo, mini marquees
Furniture, tables, seating
Decorations

Gifts

Bridesmaid
Best man/groomsmen
Flower girl
Page boys
Bomboniere/favors
Lolly Buffet

Wedding Ceremony

Signage, easels
Wedding Arch, decorations, draping
Seating, chairs, benches
Chair Covers & Sashes
Signing table, chairs
Aisle decorations, buckets, hanging jars, lanterns, candles.
Florals, decorating
Bouquets, bride, bridesmaids, flower girls, buttonholes, corsage (yes we have preferred florists)
Flower girl basket
Ring box
Banners – here comes the bride etc
Hankies – happy tears
Confetti – bubbles, petals, petal cones
Bunting
Vases
Giant LOVE letters – 1.2m, 1.8m, 2.4m
Custom Cut words, Mr & Mrs etc
Back drops, screening
White golf Umbrellas
Lighting – festoon lights & fairy lights
Carpet Runner, aisle runner

Post Ceremony – between the ceremony & reception for the guests

Signage, Easels
Games – giant outdoor eg jenga, twister etc
Cart – drinks, nibbles
Drinking Glassware – bottles, glasses, jars
Seating – chairs, benches
Shelter – market umbrellas, gazebo
Bunting
Florals, vases, jars
Table, tablecloth, decorations etc

Ground seating, cushions,
Reception (also suitable for most formal functions)
Signage, easels
Seating plan
Wishing well
Guest book
Table numbers
Chair Covers & Sashes
Table runners, table cloths
Centrepieces
Vases
Florals
Cake Table/Cake Pedestal
Backdrop
Custom cuts – Mrs & Mrs etc
Blackboards
Props, decorations, themes
Furniture – tables, chairs, benches
Vintage furniture, lounges, armchairs
Lolly cart
Lolly buffet
Drinks cart
Glassware
Bunting
Fairy lights, chandeliers , candelabra's
Giant LOVE
Kissing Booth
Frames
Photo Booth
Camera on a tripod for kissing booth etc
Dress ups/props
Tee Pee
Kids play/activity area
Water jugs/bottles/carafes
Crockery
Glassware
Cutlery
Place cards/menus
Bomboniere/favors
Sparkler farewell
Bar/drinks tubs
Chaffing dishes
Wine barrels
Giant games
Bomboniere/favors
Cake –yes we have preferred cake makers

The good news is that Tahlula's Event Hire has all of this plus a lot more at very competitive prices & we are happy to help you with all of your requirements.

Don't panic if something you want is not on the list, we can supply, source or make almost anything, plus our range grows daily.

Alternately just give us a budget & theme & we will do it all for you & you will get a lovely surprise when you arrive ☺

Notes: