EVENT RENTALS / 01

# BUILD THE EVENT AND SITE BRIEF

Give each provider the same event facts before asking them to propose inventory and logistics.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

**Event date / start and end times / rental period / location**

**Guest-count range / event format / indoor and outdoor areas**

**Venue contact / usable hours / confirmed access information**

**Existing venue items / items supplied by other vendors**

**Guest access or communication needs for responsible-party coordination**

**Decision owner / day-of contact / preferred update method**



Preparation only. Not a layout, quantity or load calculation, equipment selection, setup, anchoring, power, weather, emergency, accessibility, venue, fire, code, permit, insurance, contract, or legal guide.

EVENT RENTALS / 02

# BUILD THE RENTAL INVENTORY

List requested functions and priorities; ask the provider to confirm products, quantities and fit.

**Tables, seating and service furniture / requested use and quantities**

**Linens, tabletop and serving items / colors, sizes and open selections**

**Cover, tent or weather-dependent items for provider assessment**

**Staging, dance floor, lounge or decor items / intended use**

**Lighting, power, climate, kitchen or restroom categories to discuss**

**Priority items / acceptable alternatives / items still undecided**



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EVENT RENTALS / 03

# PLAN DELIVERY, SETUP AND PICKUP

Make responsibilities and handoffs visible without directing technical setup or site operations.

- [ ] Event, site and guest-count range are recorded
- [ ] Venue items and requested rentals are separated
- [ ] Inventory quantities are confirmed or clearly marked open
- [ ] Delivery and pickup access windows are documented
- [ ] Setup and layout responsibilities will be assigned
- [ ] Venue and other-vendor dependencies are identified
- [ ] Substitution and change approval will be written
- [ ] Condition, damage and pickup records will be provided

**Delivery window / loading route / parking, elevator or access facts**

**Provider-proposed setup and layout inputs / venue and vendor dependencies**

**Pickup window / end condition / inventory and damage record process**



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EVENT RENTALS / 04

# QUESTIONS FOR THE RENTAL PROVIDER

Record itemized answers, assumptions, exclusions and dependencies for each proposal.

**Inventory: exact items, quantities, product details and substitutions?**

**Logistics: delivery, unloading, setup, reset, removal and pickup?**

**Site: assessment, measurements, layout inputs and open dependencies?**

**Coordination: venue, accessibility, power and other vendors?**

**Changes: unavailable items, delays, condition and damage process?**

**Handoff: order, delivery, setup, pickup records and written terms?**



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EVENT RENTALS / 05

# COMPARE INSTALLED RENTAL SCOPES

Compare the same event brief. An item list alone does not show the complete delivered service.

**Provider A / Provider B / proposal dates / same event brief?**

**Inventory, quantities, product details and substitutions - A / B**

**Delivery, setup, removal, pickup and dependencies - A / B**

**Timing, changes, condition records, damage terms and open questions - A / B**

## READY TO HEAR FROM PROS?

Optional next step: Create an account on PickYourPro.ai and start an event rentals request. Describe the event, site, inventory and timing so participating pros can compete with proposals. Compare items, delivery, setup, dependencies, pickup and terms.

**One request. Every pro's best offer.**

Start a request

Participation varies. A venue, site-access, inventory, and logistics review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/event-rentals

U.S. Department of Justice: Accessible Information Exchange (official reference)

FEMA: Special Events Contingency Planning for Public Safety Agencies (official reference)



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