

Reception Tent Master Spec Sheet

One event brief, three comparable quotes. Fill with actual measurements and supplier details.

01 EVENT & TENT SPECIFICATION

Event / date

Venue / contact

Guests / seating style / actual tables

Tent dimensions / type / usable footprint

Dance floor / music / bars / buffets

Anchoring / exits / accessible routes / permits

Planning model: guest allowance + inside-tent extras. Area is not certified occupancy.

02 RENTAL QUOTE COMPARISON

Scope / quantity	Supplier A	Supplier B	Supplier C
Tent type / dimensions			
Sidewalls			
Lighting / power			
Dance panels / trim			
Tables / layout			
Chairs			
Linens / finished sizes			
Delivery / removal			
Setup / site fees			
Total / exclusions			

03 SETUP & HANDOFF CHECKLIST

- ☐ Supplier confirms furniture, aisles, exits and pole / support locations.
- ☐ Venue confirms site access, permits and installation responsibility.
- ☐ Installer confirms anchors / ballast, overhead clearance and ground conditions.
- ☐ Before ground penetration: follow the applicable US state 811 process.
- ☐ Record 811 ticket / notice window; wait and confirm all utility responses.
- ☐ Confirm private utilities, marked areas and state-specific safe-digging rules.
- ☐ Confirm weather / evacuation plan, lighting and electrical responsibilities.
- ☐ Confirm delivery, setup, inspection, removal and final scope / charges.

Responsible contact: _____ Review date: _____

811 is not a tent permit or an anchoring approval. Notice and response requirements vary by state. Verify the location and current rules before work: 811beforeyoudig.com / your state 811 center. Formula / reference review: 2026-10-14. Confirm actual supplier layout and local requirements. Print US Letter at 100% / Actual Size. Worksheet supports planning; it is not a certified floor plan.

Seating & Linen Schedule

Twenty blank table records. Enter actual seating assignments; unused rows do not imply rented tables.

04 TABLE RECORDS

No.	Seating group / names	Guests	Dietary / service notes	Cloth size / drop
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Guest total: _____ Linen total: _____ Reconciled by / date: _____

05 SCALED PLANNING GRID

1 small square = 5 ft; 1 inch = 20 ft at 100% print size. Sketch dimensions and label every zone.



Footprint: _____ x _____ ft. Mark tables, dance, bar, buffet, stage, supports and required paths.