



Marquee Wedding & Event Checklist

What?	Specifically	Actioned?
Marquee erection/breakdown	Plan to have the structure fully built at least two days before the big day and left up until at least two days afterwards. This will allow time for equipment delivery/collection and internal set up.	
Catering tent	Essential, attached to the main marquee with good external vehicular access. Needs inside lighting. Min size 5m x 5m. We will also need at least 8 trestle tables (6' x 2'6").	
Access for suppliers	Must be weather-proof and right to the door – consider laying all-weather matting if in doubt.	
Chiller trailer	Must be as close as possible to the catering tent. Will need a 13 amp plug socket. Will need lighting if in use after dark. Will need to run for at least 24 hours before the event.	
Power supply	Generator essential – with an electrician-installed multi-circuit 13 amp plug board. Allow at least 14kw for catering equipment. Don't forget other power requirements: lighting, DJ/band, photo booth, food trucks, toilets etc. Extension leads from a domestic property WILL NOT BE ADEQUATE!	
Water	As close as possible to the catering marquee. For drinking, hand washing, cooking, coffee making and cleaning.	
Rubbish	Large containers suitable for your empty glass bottles, cans, cardboard and general waste (there will be more than you think)!	
Overnight security	Remember, you are responsible for everything on site – including hired equipment!	
Key contact	On the BIG DAY itself, someone on site and on hand to deal with hitches, queries etc	
Backstage area	A dedicated area for musicians and other suppliers to change, eat, store equipment etc (not the kitchen!)	