

# Event Planning Checklist

We know planning and preparing for an event can be stressful and that it is easy to forget something; we want your event to go as smooth as possible so we've prepared a checklist to help make sure everything is all set and ready to go for your event.

## Before Your Event:

- Determine your event date, time, and location.
- Verify the amount of space available to set up party rentals.
- Check for the nearest Electrical Outlet.
  - Setup location must be within 100ft from the closest electrical outlet.
  - Each inflatable blower requires a dedicated 20amp circuit and 1 individual electrical outlet.
  - If there is no access to power, be sure to rent a generator from InflataPalooza
- Confirm you will have access to other items (i.e. extension cord for beyond 100ft, water hoses, etc.).
- Determine how many guests will be attending to verify the quantity and size of rentals you'll need.

## Reserving Your Party Rental:

- Get quote and check rental availability for your event date at [www.InflataPalooza.com](http://www.InflataPalooza.com).
- Book a party rental for your event by submitting your quote and clicking "Book Online Now".
- Sign rental agreement online and pay balance or at least the 20% deposit to finalize your reservation.
- An InflataPalooza representative will text a day or two prior to your event to confirm your event details.
- Notify InflataPalooza at least 3 days prior to your event if you need to cancel or change the event date.

## On Event Date:

- Make sure the setup area is clean and cleared.
- Make sure the path to setup location is clean and cleared.
- Establish a person(s) as a safety operator for each party rental.
- Review the Safety Instruction Rules and confirm each safety operator understands safety precautions.

## For Customer Pickup Orders:

- Have means to load and transport safely all rental equipment.
- Arrive promptly at pre-arranged pickup time.
- Have an adequate number of people to move and setup rental equipment (at least 2 to 3+).
- Return all rental equipment to InflataPalooza promptly at pre-arranged return time.

## For Event Delivery Orders:

- Have someone available to direct the InflataPalooza representatives setting up the rental equipment.

## During Your Event:

- Be safe!
- Don't Stress!
- HAVE FUN... AND ENJOY!

## After Event:

- Post a picture on social media and tag InflataPalooza to show us how much fun everyone had.
- Submit a 5 Star review on Google and Facebook; cause we were so amazing... right?