



We are honored that you have chosen South Jersey Party Rentals to be a part of your special day. We take this responsibility very seriously and have outlined a schedule that we will use to help execute the perfect event for you.

Four Months Out: Phone Call

- Schedule an appointment to visit our showroom
- Let us know what color scheme you've decided on so we can have sample tables ready for your appointment
- A list of what you would like to go over at the meeting such as catering needs, power requirements, onsite attendant, and so on

Three Months Out: Showroom Appointment (if necessary)

- Review CAD drawing. One hour of CAD design is complimentary. Any changes made after this time will be billed at our design rate
 - Choose linen and table setting
 - If we are providing a generator, final power requirements are due. This includes the needs of the DJ and/or band, caterer, photo booth, etc.

Four Weeks Out: Phone Call

- Permits, if required, will be submitted
- Any final changes, updates and tweaks to counts will be made
- Confirm delivery and pick-up schedule

Two Weeks Out: Phone Call

- We will do our best to accommodate any last minute changes or updates
 - Final payment is due

One Week Out from Scheduled Delivery Day: Phone Call

- Review any weather related adjustments

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