



Bride and Groom ,

Thank you for choosing EasyEvent to design your dream event.

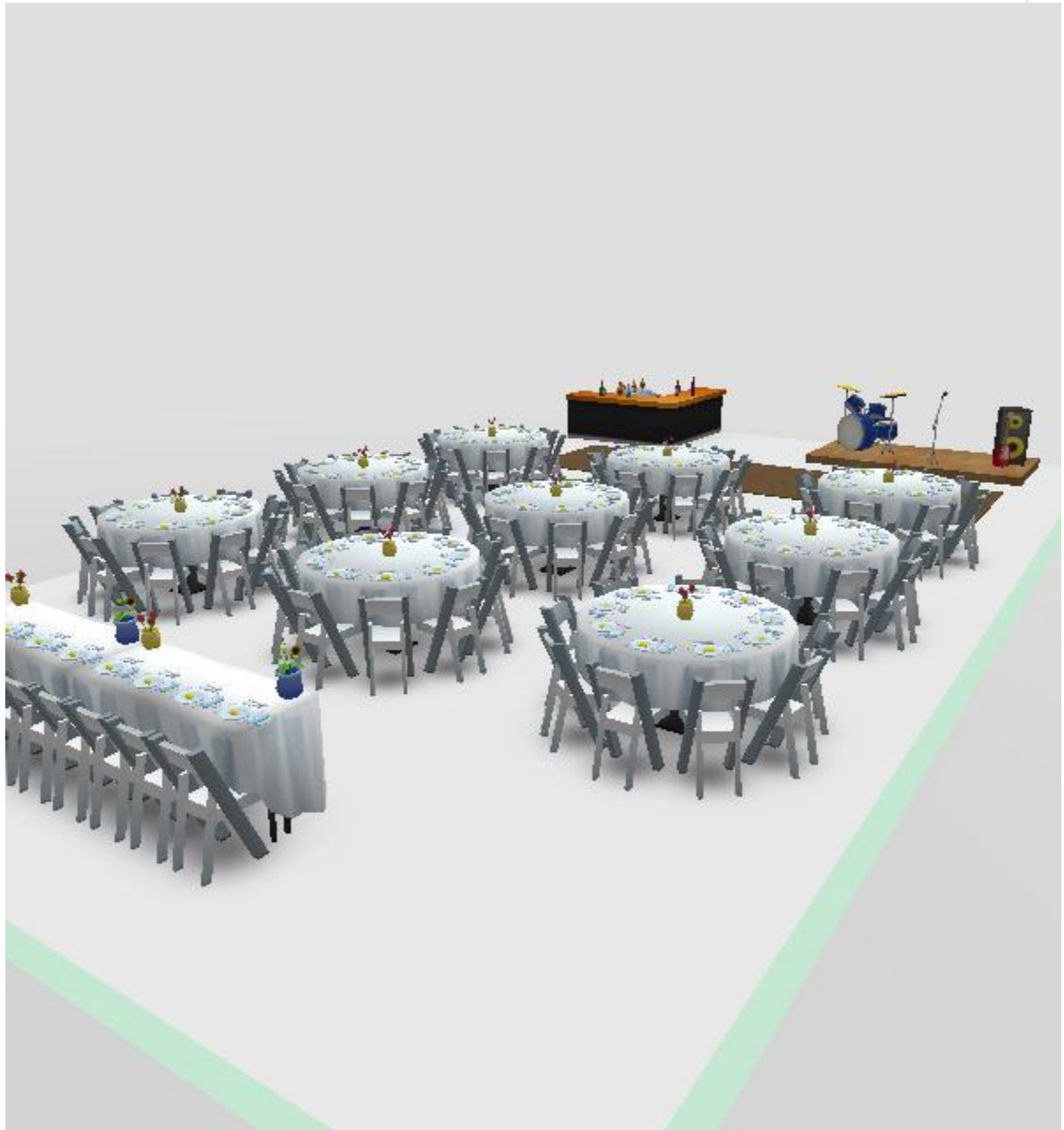
The below information is a comprehensive equipment list which you will require to organise your event (shown in our 3d viewing platform).

The space and equipment required will only differ slightly if utilising an indoor event space compared to an outdoor Marquee event area – see the square metre requirement to confirm that you will have enough room to proceed with your elected venue.

Please share this exciting new app with your friends via Facebook, Instagram, and Pinterest so they too can enjoy the ease of organising an EasyEvent.

Below is a preview of your event, as designed with the help of the EasyEvent App.

EasyEvent is not responsible for the setup and running of events, and some suppliers' equipment will vary from the below picture. Where possible, EasyEvent supplies the latest, most up to date version of industry styles and resources.



Please talk to your supplier to see if they use the professional version of EasyEvent to make sure the information you provide is properly translated to a true, fully encompassed quotation.

See below for the inclusive equipment list, as set by the NSQ HRIA.

For the above pictured EasyEvent, the event space required will need to be no less than:

180 Square Meters in a function or event centre
OR
18m x 10m Structure Marquee

PLEASE NOTE:

The table below are marquee related items require that will not be required in an event centre:

Marquee Flooring (in square metres)	180
Silk Lining	6
Pendant Light	6
Bar Unit	2
Mobile Coolroom	1
Beverage Service Tubs	10
Dance Floor Panels (in square metres)	20
Caterers Kitchen	1
Generator	1
Portaloo	2

***THIS MAY VARY IF SOME BASIC SERVICES ARE AVAILABLE**

The below equipment will be required for all marquee installations and will also be required for the setup of some very basic event spaces. These may include:

Local halls, Community Centres and Porches / Verandah

Large Rectangular Table	5
Table Cloth	11
Pleated Table Skirt	2
Chair	88
Main Fork	88
Entree Fork	88
Main Knife	88
Entree Knife	88
Dessert Spoon	88
Bread and Butter Plate	88
Entree Plate	88
Main Plate	88
Dessert Plate	88
Linen Napkin	88
Cup and Saucer	22
Dessert Fork	88
Bread and Butter Knife	88
Large Round Table	9
Cocktail Table	3
Champagne Glass	88

Red Wine Glass	88
White Wine Glass	88
Bar Service Trays	3
Wine Bucket	6
Ice Bucket and Scoop	1
Powerleads	3
Supply Network	3
Wash Sink	1

Check our website for further information.

[Easy Event](#)

Once again, thank you for using Easy Event, the latest wedding and event planning tool.

Stay tuned for the next Cateraid Group App to make the organisation of Events.....Effortless

Greg and Kelly Stephenson

Cateraid Group Australia