



COMPANY PICNIC

1. Organize a committee and separate responsibilities such as food, entertainment, location, cleanup, finances, etc. Then make sure and give your employees enough notice so they can set the date aside.
2. Your company picnic can easily be held under a tent on company grounds. If choosing a park or forest preserve allow yourself plenty of time to book, scout out and arrange the perfect location for your event, and secure permits for your event.
3. Decide whether the picnic is going to include employees only or employees and their families. Choose themes/entertainment based on who is attending, such as clowns or magi acts for kids and massages or caricatures for adults. Plan on providing plenty of games, activities and contests (age appropriate) to be sure your employees have a good time. Make sure to browse our selection of games and amusement and inflatables.
4. If having an off ground event make sure to notify all guests of identifying markers (balloons, castle fun jump, streamers, etc.) to direct them to the correct grove or picnic site.
5. Health and safety must be your #1 priority. When grilling, preparing or serving food make sure to have proper equipment for keeping foods at requires temperatures. Portable sanitation facilities with hand washing units are a must. Contact your local health agencies regarding sanitary food handling practices.
6. Consider serving fun foods and beverages. Popcorn, nachos, cotton candy, pretzels or a refreshing beverage from a frozen drink machine will be a welcomed treat.
7. We can provide a portable generator will help in powering your public address system, fun jumps, refrigeration, concession equipment and everything else.
8. Overhead protection from the sun is a must for old and young alike, and will be appreciated rain or shine. We have tents of every size and style for rent.
9. Survey all of yours guests after the event to help with the planning for next year.
10. We can also climate control up to 6,000 sq. fl Air Conditioning or Heat.

EVENT EQUIPIRECT

PARTY ITEMS ◦ EQUIPMENT ◦ MOONWALKS ◦ SLIDES
INFLATABLE GAMES ◦ CONCESSIONS ◦ BBQ GRILLS ◦ TENTS
and much much more.....

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SUMMERTIME BBQ'S

1. Overhead protection during your event is a must for young or old alike, and will be appreciated rain or shine.
2. Comfortable seating is always necessary, make sure to provide enough.
3. When grilling, preparing or serving food make sure to have proper equipment to keep foods at the required temperatures. Contact your local health agencies regarding sanitary food handling practices.
4. Water is a must on hot days. In addition to other beverages provide plenty of bottled water in ice for your guests.
5. For evening parties don't forget about lighting. Candles, patio lanterns and even Christmas lights work well. Be creative! Tent lighting kits are available.
6. It is always a good idea to let your neighbors know about the noise or extra cars if necessary.
7. Don't forget your cleanup supplies. Renting a few of our larger garbage cans is an easy way to separate your recyclable materials.
8. Citronella candles and torches are an easy way to keep bugs at your event to a minimum. Always use caution when having open flames around children. Consider also providing insect repellent wipes for guests to use.
9. Portable toilet facilities with hand washing stations are a perfectly acceptable way to minimize in house traffic and wandering guest.

EVENT EQUIPMENT DIRECT

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