



Rentals that Outshine
 www.sunrental.com | 440-942-6106
 7467 Mentor Avenue, Mentor, OH 44060

Our Mission

Sun Rental is dedicated to serving our customers' and communities' rental needs through our Event & Party, Equipment & Tool, and Storage Unit rentals. We strive to provide superior service and affordable rentals with our industry experience and knowledgeable team.

Our Core Values

At Sun Rental, our business is to ensure our customers' events and projects are successful and downright fabulous by providing them with equipment that makes their event and project visions come true!



Wedding Guide

We put together a few items that you may want to consider as you plan for your wedding day! This helpful guide is a small gift from us to you! From our experience, these are items that can come up during the week of or on the day of your wedding that you may wish you would have planned for earlier on. This is not an inclusive event planning list but will help guide you if you are the one responsible for the planning.

If you would like us to help you further with these items, Wedding Consultations (45 minutes) start at \$100. Please call us if you would like to schedule a consultation.

Vendor	Questions to ask
Couple/Point Person	<ul style="list-style-type: none"> • What is the vision you have? • What is most important to you? • What experience do you want guests to have / feel?
	<ul style="list-style-type: none"> • Who is responsible for creating the event layout? • Who is responsible for solving day of issues? Provide them with vendor phone numbers. • Who is responsible for set up and knock down of any rental / purchased items? • Who is responsible for returning or picking up items?
Catering	<ul style="list-style-type: none"> • How will the food be kept warm until dinner? • Do they provide chaffing dishes? • Do they provide the buffet tables? • Do they provide table linens / napkins? • Will there be a coffee station? • Do they clear plates after dinner? Will they need bus bins or trash cans?
DJ/Band	<ul style="list-style-type: none"> • How will equipment be powered? Is there a power source by the DJ / Band location? • Do they have their own generator? • Do they have their own lighting/sound system?
Bartender	<ul style="list-style-type: none"> • Do you need to provide the bar(s) and backbar(s)? • Do they provide coolers? • Do you need glassware or water pitchers?
Location/Coordinator/ Planner	<ul style="list-style-type: none"> • What set up / knock down are they responsible for? • Will you need to have someone else set up / knock down tables and chairs? • When do tables and chairs need to be set up? • Will you need heaters / fans? • Are your vendors provided or eating dinner at the wedding? Will they need seating? • Does your location or rental items require additional power source(s)?



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Vendor Logistics

From our experience, understanding your vendors' set up and knock down schedule helps things run smoothly the week of your event. In addition, it is helpful for you to understand if your vendors include or offer set up and knock down as part of their service or for an additional fee.

First things first, your tent needs to be installed before the items under the tent can be set up. It does not mean that you can't have other items on site before the tent arrives, it just means they will have to be stored until the tent is installed. In addition, this will help you with planning and scheduling resources if you are responsible for set up and knock down.

Below is a recommended timeline for efficiently planning installation / setup and knock down:

Suggested Set Up Order	Suggested Knock Down Order
<ol style="list-style-type: none"> 1. Tent 2. Stage / Dance Floor 3. Tables & Chairs 4. Bar 5. Linens 6. Centerpieces / Florals 7. Vendor Equipment <ol style="list-style-type: none"> a. Dishes, Glassware, Flatware, Napkins 	<ol style="list-style-type: none"> 1. Vendor Equipment 2. Centerpieces / Florals 3. Linens 4. Bar 5. Tables & Chairs 6. Stage / Dance Floor 7. Tent