Renter Check Off Form – To Do’s

**At 6-12 months or more before event**

- Review policy for changing date.
- Review policy for cancellation.
- Review rules for decorating at Rosehill – check any questionable items with Rosehill before purchasing or renting.
- Review what rental/purchase items you will need such as tablecloths, napkins, candle holders, dishware, flatware, trellis, plant holder.

**At 90 days or more before event**

- Confirm rental times. Decide if you are adding hours if available. After the 90 day mark, we may not be able to alter your rental time.
- Make final payment.
- Decide if you are using main Point Elliott Room deck for your ceremony. Call Rosehill staff to determine availability of the following:
  - White chairs
  - Portable sound system
- Final decision on renting Plaza or Upper Lawn at Rosehill for ceremony.
  - Fill out application.
  - Make payment.
  - You will need to rent chairs.
  - Let us know everything you will bring in.
  - Let us know any electrical needs.
  - Do you need to use our outdoor sound system?
- Final decision on food service – provide Rosehill with contact information on caterer/food/service.
- Final decision if you are hiring someone to do set up/clean up; provide name to Rosehill.
- Final decision on music – tell Rosehill what your technical needs will be.
  - DJ
  - Band
  - iPod
  - Laptop
- Why would you need to hire a theatre tech?
  - Special lighting
  - Special sound needs
  - More than 4 microphones
  - Need to use our sound board
  - Band
☐ Final decision on Theater Tech; if hiring Theater Tech pay for his services at this point. (Min 2 hours. $25/hour)
   o Schedule meeting with Theatre Tech to determine needs and time needed

☐ Decide on room layout using room map. Provide map to Rosehill. (Call Rosehill if you need a blank room map.)

☐ Make final decision on check-in person and check-out person. Provide information to Rosehill.

☐ Review final needs of equipment/furniture and provide information to Rosehill.
   o Rosehill laptop
   o Microphones needed
   o # of tables & # of chairs

☐ Rosehill staff creates directional signs for your event that are placed in two key entry areas of the building. What would you like the sign to say? An example: Jones & Brown Reception – Point Elliott Room; Jenny’s Birthday Party – Christiansen Room.

At 30 days or more before event
☐ Call Rosehill to make appointment for 1 hour dress rehearsal. Any unpaid balance must be paid.

☐ Purchase banquet permit and provide copy to Rosehill.

☐ Purchase liability insurance and provide copy to Rosehill. (If renting both a room at Rosehill and one of its outside areas, the insurance is bundled through our provider.)

☐ Provide Rosehill with layout of room if you have not already done so.

☐ If using a Licensed Bartender for serving from a keg, copy of State of Washington permit.

At 14 days or more before event
☐ Do a technical run-through with Rosehill staff.
   o Call to make an appointment to do a test run and bring in laptop, slideshow, iPod, DVD, CD.

☐ Call Rosehill (425.263.8180) and make arrangements for a date/time to drop off your rental items for storage.