

Event Planning Checklist



It's the surprisingly little details that count at your event. Think of the things that make an impact on your experiences. Clean restrooms with no lines may not be remarkable, but that's the way you want it, right?

Use this checklist to make sure that this little but important detail is taken care of.

Event date:

6 Months:

- Contact us to discuss any questions you have regarding the rental of a portable restroom.
- Reserve the portable restrooms you need.
- Discuss the location of the restrooms, and access for truck to position them and utilities needed for hookups.

3 Months:

- Check in with us to see if any conditions have changed.
- Verify and update your quote, order and payment.
- Verify type and quantity of trailers
- Verify placement, access and utilities
- What other traffic might be there at that time? Vendors? Other events?
- Do you need additional trailers for staff and vendors?

1 Month:

- Final payment, final placement instructions, last questions?
- Final vendor setup sequence
- Your Order Confirmed!
- Verify all logistics and placement one more time.

Final pre-job walkthrough or meeting

- Trailer placed in position
- Keys provided to on-site contact



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