



Setup Day Preparation Checklist

PARTY RENTALS ARE US

Setup Day Preparation Checklist

Ensure Smooth Delivery & Setup

AREA PREPARATION (Day Before/Morning Of)

- ☐ Measure setup area to confirm space (18' x 18' minimum for most units)
- ☐ Clear setup area of:
 - Furniture, decorations, toys
 - Pet waste and debris
 - Sprinkler heads or lawn ornaments
 - Low-hanging branches or obstacles
 - ☐ Mow grass if needed (makes setup easier and safer)
 - ☐ Mark any underground sprinklers, cables, or septic areas
 - ☐ Test electrical outlet (110V standard household outlet)

ACCESS PREPARATION

- ☐ Clear driveway and pathway to setup area
- ☐ Ensure the delivery truck can park within 50 feet of the setup area
- ☐ Remove cars from the driveway during the delivery window
- ☐ Unlock any gates needed for access
- ☐ Put away vehicles blocking the access path
- ☐ Arrange temporary parking for guests elsewhere during setup

HOUSEHOLD PREPARATION

- ☐ Secure pets indoors or in a separate area during delivery/pickup
- ☐ Inform family about delivery time window
- ☐ Have someone age 18+ available to receive delivery
- ☐ Clear schedule for 30-45 minutes during setup
- ☐ Have Party Rentals Are Us contact number ready: (516) 448-0323

FINAL CHECKS (30 Minutes Before Delivery)

- ☐ Walk the setup area one final time
- ☐ Ensure the electrical outlet is working and accessible
- ☐ Confirm clear access path from street to setup area
- ☐ Have a method of payment ready for any balance due
- ☐ Review party timeline with family/helpers
- ☐ Check weather conditions (storms approaching?)

DURING DELIVERY & SETUP

- ☐ Greet the delivery team and show the setup location
- ☐ Point out any concerns (sprinklers, delicate plants, etc.)
- ☐ Stay available for questions during setup
- ☐ Keep children and pets away from the work area
- ☐ Receive safety briefing and operation instructions
- ☐ Test bounce house with crew before they leave
- ☐ Get pickup time confirmation

AFTER SETUP COMPLETE

- ☐ Take photos of the proper setup for reference
- ☐ Note any setup instructions or reminders from the crew
- ☐ Confirm emergency contact information
- ☐ Do final safety walk-around before party begins
- ☐ Designate adult supervisors
- ☐ ENJOY YOUR STRESS-FREE PARTY!

BEFORE PICKUP

- ☐ Ensure the bounce house is empty of children and personal items
- ☐ Remove any decorations attached to or near the bounce house
- ☐ Clear area around bounce house for crew access
- ☐ Be available to supervise breakdown (or designate a responsible adult)

Need Help? Call (516) 448-0323

Party Rentals Are Us - Professional Setup & Service Since 2008

Nassau & Suffolk County's Most Trusted Party Rental Company

These checklists are provided free by Party Rentals Are Us to help ensure safe, successful events. For questions about rentals, safety, or setup, contact us anytime at (516) 448-0323 or PartyRentalsAreUs.com