# Before We Arrive: Tent Setup Checklist

Oct 29, 2026 · @JH Party and Tent Rentals

Please have these done before our crew arrives. Our crew builds your tent on the ground, then raises it into place, so a clear, marked and checked space lets us set up safely and on time. If something isn't ready, the setup may be delayed or moved.

## 1. Clear the space

- [ ] The whole tent area is empty: no furniture, toys, vehicles, planters or decorations
- [ ] The space around the outside edge of the tent is clear too, so the crew can walk all the way around and set the stakes or weights
- [ ] Nothing is in the way of the crew carrying the tent and equipment from the truck to the spot
- [ ] Low tree branches over or beside the tent area are cut back. A branch touching the tent can rip or puncture the vinyl roof and walls
- [ ] Grass is cut short and pet waste is picked up
- [ ] Wires or anything else hanging over the tent area are pointed out to us before the day

## 2. Mark the spot

- [ ] Mark where the tent goes, showing its full length and width (stakes, flags or spray paint at the four corners work well)
- [ ] Leave a little extra room around the marked area for the tent ropes, stakes or weights
- [ ] Tell us if the tent will sit on anything other than grass (asphalt, interlock, patio or deck). Those surfaces need cement weights instead of stakes

## 3. Check what's underground

Our tents are anchored with long steel stakes driven 3.5 feet into the ground, so we need to know what's below.

- [ ] Sprinkler heads and lines in or near the tent area are marked, and the sprinklers are turned off for setup and the event

- [ ] Buried gas, hydro, cable and water lines are located. Book a free locate with **Ontario One Call: 1-800-400-2255** or ontarioonecall.ca, at least 5 business days before your delivery date
- [ ] There is no septic tank, septic bed or other buried tank under the tent area
- [ ] Anything else buried there (pool lines, lighting wires, invisible dog fence) is marked

## 4. On setup day

- [ ] Someone is home to meet our crew and confirm exactly where the tent goes before we start
- [ ] Your phone is on: our delivery team calls about 1 hour before arrival
- [ ] The driveway or street is clear for our truck to park close to the tent spot
- [ ] Gates are unlocked and pets are kept inside while the crew works
- [ ] Tell us ahead of time about stairs, a long driveway or a long walk from the truck to the tent spot (extra charges may apply)

## Questions?

**JH Party and Tent Rentals** · 520 Westney Rd S, Unit 27, Ajax, ON L1S 6W6 Call or text (905) 427-5959 · info@jhpartyrentals.com · jhpartyrentals.com