

Luxury Wedding Marquee Planning Checklist

Powered by Impact Production Group, Mauritius

Phase 1: Site & Structure Essentials

- ☐ Confirm event date and reserve venue or site
- ☐ Conduct on-site technical visit with IPG team
- ☐ Assess land leveling and ground condition
- ☐ Choose marquee style (e.g., Orangerie, stretch tent, truss frame)
- ☐ Confirm size, layout, and guest flow requirements
- ☐ Finalize anchoring method (ballast, stakes, flooring)

Phase 2: Design & Layout Planning

- ☐ Finalize seating style (round tables, serpentine, lounge areas)
- ☐ Design layout with stage, bar, dancefloor, guest flow
- ☐ Choose color palette and theme
- ☐ Approve visual render or 3D layout
- ☐ Plan for ceremony/entrance zone if onsite

Phase 3: Lighting, Sound & Technical

- ☐ Select ambient lighting (LEDs, chandeliers, pin spots)
- ☐ Confirm power supply + generator sizing
- ☐ Approve sound system (ceremony, reception, DJ/live band)
- ☐ Plan for light/sound cues or special transitions
- ☐ Add backup plans for weather or power

Phase 4: Décor & Styling

- ☐ Confirm table styling (linens, centerpieces, candlelight)
- ☐ Choose floral arrangements (entrance, tables, backdrop)
- ☐ Select chairs (ghost chairs, cross-backs, custom)
- ☐ Coordinate cushions, runners, stage surrounds
- ☐ Approve signage and printed elements



Phase 5: Logistics & Crew

- ☐ Assign a dedicated IPG project manager
- ☐ Schedule load-in and build timeline
- ☐ Secure permits if required
- ☐ Confirm delivery/removal plan
- ☐ Arrange site restoration post-event

Optional Add-Ons (Premium IPG Services)

- ☐ Drone + time-lapse video
- ☐ Fireworks/pyrotechnics
- ☐ LED dancefloor or interactive tech
- ☐ Lounge + cocktail furniture
- ☐ Branded or corporate signage