



PREMIER
linen company

Linen Planning Guide

Name		Phone Number	
Address		Event Date	/ /
City, State, Zip		Event Location	
Email Address		Colors/Theme	
Client Pickup/Delivery Date	/ /	Client Return/Pickup Date	/ /

Table Information			Linen Information		
Qty	Item	Table Size/Shape	Qty	Linen Shape/Size	Fabric Color/Type
	Guest - Round	4' or 5' or 6'			
	Guest - Long	6'x30" or 8'x30"			
	Guest Overlay/Runner				
	Head/Sweetheart				
	Head/Sweetheart Overlay				
	Napkin				
	Guest Book				
	Escort Card				
	Gift				
	Buffet				
	Dessert				
	Cake				
	Beverage/Coffee				
	Bars				
	Cocktail Hr Apps				
	Cocktail Hr Hightops				
	Cocktail Hr Guest				
	Memory				
	DJ				
	Ceremony				

Marietta Location
 271 West Market Street
 Marietta PA 17547
 717-426-4000
 orders@premierlinenco.com
 www.premierlinenco.com



by Premier Linen Company

Lancaster Location
 863 North Queen Street
 Lancaster PA 17603
 717-299-4642
 info@specialo.com
 www.premierlinenco.com



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Table Information		Linen Information		
Qty	Table Size/Shape/Usage	Qty	Linen Size/Shape	Fabric Color/Type
1	<i>Example: 5' Round Guest Table</i>	1	<i>120" Round</i>	<i>White Satin</i>

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