



Event Restroom Checklist

Use this checklist to plan clean, comfortable restrooms for your wedding, party, festival, or special event. Complete it before you request a quote so we can quickly match you with the right units and trailers.

1. Event Basics

- Event name & type (wedding, festival, corporate, sports, etc.): _____
- Event date(s) and hours: _____
- Event location / venue address: _____
- Indoor restrooms available? Yes ■ No ■ Limited ■

2. Attendance & Schedule

- Estimated guest headcount: _____
- Peak guests on site at one time (if different): _____
- Event length: _____ hours (or multi day details): _____
- Will there be distinct arrival or peak times (ceremony, race start, etc.)?

3. Food, Drinks & Special Factors

- Will you serve alcohol? Yes ■ No ■
- Will there be full meals / buffet / food trucks? Yes ■ No ■
- Any special groups (children, seniors, VIPs, sponsors, staff)?
- Any local rules or permits that mention restroom or ADA requirements?

4. Restroom Types & Experience

Decide what mix of standard restrooms, VIP units, and trailers you want guests to experience.

- Standard portable restrooms for general guest use: _____
- VIP portable restrooms with sinks: _____
- Standard With Flush units: _____
- Luxury restroom trailers (2■stall, 4■stall, 8■station, etc.) planned: _____
- Separate restrooms for staff, vendors, or backstage areas: _____

5. Accessibility & ADA

- At least one accessible or ADA style restroom planned.
- Accessible route to restrooms is firm, level, and well lit.
- If using an ADA trailer, ramp placement and landing area are planned.

6. Handwashing & Hygiene

- Sinks or handwash stations near food and bar areas.
- Hand sanitizer stands at event entrances and near restrooms.
- Trash containers placed near handwash and restroom areas.

7. Placement & Aesthetics

- Restrooms are within a comfortable walking distance of main activities.
- Units are positioned slightly out of main photo backgrounds.
- Ground is level and suitable for trailers (if used).
- Lighting or path markers planned for evening events.

8. After-Event Details

- Drop off and pickup windows confirmed with Pottys Plus.
- Site contact available day of for driver questions.
- Any HOA, venue, or municipal access rules reviewed.