

# Melbourne Venue & Catering Planning Guide

*Plan your wedding or event seamlessly with expert guidance*

## Step 1: What Is Your Event?

- ☐ Event Type: Wedding / Corporate / Birthday / Other : \_\_\_\_\_
- ☐ Style: Classic / Modern / Garden / Industrial / Bohemian: \_\_\_\_\_
- ☐ Guest Numbers: \_\_\_\_\_
- ☐ Desired Date or Season: \_\_\_\_\_

## Step 2: What Is Your Event?

- ☐ Capacity & layout suitable for guest numbers
- ☐ Indoor/outdoor flexibility
- ☐ Parking, transport, and accessibility
- ☐ Venue restrictions (decor, alcohol, noise, catering)
- ☐ Venue style fits event theme

☐ Venue Shortlist:

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## Step 3: Catering & Menu Planning

- ☐ Catering partner: Peter Rowland Group
- ☐ Menu options & dietary accommodations
- ☐ Service style: Sit-down / Buffet / Cocktail / Grazing Stations
- ☐ Venue kitchen availability / off-site setup required
- ☐ Beverages & bar service
- ☐ Catering Notes: \_\_\_\_\_

## Step 4: Logistics & Planning

- ☐ Event timeline: Setup / Ceremony / Meal / Entertainment / Wrap-up
- ☐ On-site staff & coordination requirements
- ☐ Rentals needed (tables, chairs, linen, décor)
- ☐ AV equipment & power requirements
- ☐ Emergency / back-up plans

## Step 5: Budget & Bookings

- ☐ Venue Rental: \$ \_\_\_\_\_
- ☐ Catering & Beverages: \$ \_\_\_\_\_
- ☐ Rentals & Décor: \$ \_\_\_\_\_
- ☐ Staffing & Coordination: \$ \_\_\_\_\_
- ☐ Miscellaneous: \$ \_\_\_\_\_
- ☐ Total Budget: \$ \_\_\_\_\_

## Step 6: Final Confirmation

- ☐ Secure venue & catering with signed agreement
- ☐ Confirm menu, guest numbers, and special dietary needs
- ☐ Schedule final walkthrough with venue & catering team



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Melbourne**

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