

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:

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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