



# plate

## Events & Catering



### Event Consultation

- To complete this form in Adobe Acrobat PDF, simply select "Fill & Sign", a free option with all versions of software.
- The more detail you provide, the better we may quote you in creating your Event Proposal.
- Please attach extra pages for additional information & images as required to show specific examples of what you would like.
- Alternatively, please contact us to arrange a face-to-face Consultation.
- Once complete, "Save a Copy" and return your filled in form to admin@plateevents.com.au
- Event Proposals can take up to 5 Business Days to be created from your Services Consultation.

<b>Event / Occasion</b>		<b>Time / Run Sheet</b>	
<b>Date</b>			
<b>Address</b>			
<b>Pax</b>		<b>Theme / Styling</b>	
<b>Company / Contact Name</b>			
<b>Email</b>		<b>Phone / Mobile</b>	

PLEASE MARK ALL REQUIRED SERVICES WITH AN 'X' AND DETAIL YOUR REQUIREMENTS

Event Management	
<b>End-to-End Consultancy &amp; Management</b> Event Consultancy Service & Management includes unlimited quotes, emails & phone calls, regular face-to-face meetings, sourcing external requirements & liaising with external vendors, a site visit to event location + On-Site Event Manager.	<b>On-Site Event Management</b> Event Management includes all on-site services with Event Manager taking care of external vendors, on-the-day logistics, setup, operations, staff coordination, event running & pack down.
<b>Pre-Event Cleaning Services</b> Pre-Kitchen or Event space cleaning, furniture, floors, windows & bathrooms.	<b>Post-Event Cleaning Services</b> Post-space clean up.
<b>Overnight Hire</b> Pack-down the next day to party all night.	<b>Waste Services</b> General Waste, Recyclable Waste and/or Green Waste Removal from premises.
<b>On-Site Liquor Licence</b> NSW On-Premises (Catering Class) Liquor Licence.	<b>Overnight Travel</b> Includes accommodation & staff amenities per the award wage.
<i>(Please Detail any further requests)</i>	

Menu & Catering Packages			
<b>Corporate Grazers</b> Various <i>(Please Detail)</i> Indigenous Grazing Table Styling Custom Grazing Table Styling Bio-Degradable Servingware	<b>Grazing Table</b> Sit-Down Share Platters Styled Grazing Table Premium Grazing Table Indigenous Grazing Table	<b>High Tea</b> Pumpa / Little – 3hrs Pina / Big – 3hrs Nunka / Plenty – 4hrs	<b>Cocktail</b> Canapes – Little Bites Substantials – Lighter Bites Live Cooking Stations Champagne + Oyster Bar
<b>Gourmet Barbeque</b> Kathuka / Mini – 2hrs Mukutya / Small – 3hrs Kumbatya / Big – 4hrs Kumpa-Kumpatya / Enormous – 4hrs Murpa - Children	<b>Shared Plates</b> Kathuka / Mini – 3hrs Mukutya / Small – 4hrs Kumbatya / Big – 5hrs Kumpa-Kumpatya / Enormous – 5hrs Nguuwa Indigenous – 4hrs Nguuwa Italiano – 4hrs Nguuwa Moroccan – 4hrs	<b>Sit Down Plated</b> Entrée + Main Alternate – 3hrs Main + Dessert Alternate – 3hrs Entrée + Main + Dessert Alt – 3hrs Entrée + Main Single – 3hrs Main + Dessert Single – 3hrs Entrée + Main + Dessert Sgl – 3hrs	<b>Dessert Bar</b> Tyuku / Sugar – 3hrs Paltu / Bake – 3hrs Kurkanya / Sweets – 5hrs
<b>Beverages (Tea/Coffee)</b> Standard Self-Serve Premium Self-Serve Premium Barista Service Add-Ons <i>(Please List)</i> Cold Drinks <i>(Please List)</i>	<b>Drinks List (Bar)</b> Napa / Standard – 2 / 3 / 4hrs Tapa-Eta / Deluxe – 2 / 3 / 4hrs Ike-Marri-Urra / Premium – 2 / 3 / 4hrs Non-Alcoholic Package – 2 / 3 / 4hrs Welcome Cocktail Add-On Spirits Add-On Yarlini / Ceremony Bar Self Supply Package (Bar/Staff/Licence)	<b>Street Food Pop Ups</b> Burger Bar – 1choice+1side Burger Bar – 1choice+1side+1dessert Burger Bar – 2choice+1side+1dessert Burger Bar – 2choice+2side+2dessert Mexicana – 1choice+1side Mexicana – 1choice+1side+1dessert Mexicana – 2choice+1side+1dessert Mexicana – 2choice+2side+2dessert	<b>Chef Matt Atkins</b> 1 on 1 Mentoring – Programs Half Day – Programs Full Day – Programs Native Foods – Workshops Teams Challenge – Workshops Virtual Cooking – Online Virtual Interaction Cooking - Online Public Cooking - Classes
<b>Bespoke Catering</b> <i>(Please Detail)</i>			

<b>Event Staff</b>			
<b>Back of House</b>	<b>Front of House</b>	<b>Stylists</b>	<b>Other</b>
Executive Chef	Event Manager (On-Site Service)	Event Stylist	Security
Chef de Partie	Front of House Manager	Floristry	Valet
Kitchen Hand	Food Wait Staff	Hair & Makeup	Gopher / Assistant
Cleaning Staff (Pre or Post Event)	Bar Mixologist Staff		

<b>Stationery &amp; Bomboniere</b>			
<b>Stationery</b>		<b>Bomboniere</b>	<b>Gifts &amp; Other</b>
Save The Date	Place Card	<i>(Please Detail / Attach Photos)</i>	<i>(Please Detail / Attach Photos)</i>
Invitation / Announcement	Seating Chart		
RSVP Card / Request Card	Menu (Food and/or Bar)		
Thank You Card	Order of Ceremonies		

<b>Party &amp; Prop Hire</b>			
<b>Marquee</b>	<b>Tables</b>	<b>Chairs</b>	<b>Kids</b>
Peg & Pole	Rectangular	Gladiator Folding	Kids Tables
Hocker / Free Standing	Square	Tiffany Padded	Kids Coloured Plastic Chairs
Vintage Boho Tent	Round	Chanel	Kids Tiffany Chairs
Pop Up	Low Picnic	Bentwood Timber	Kids Activity Station
Flooring	Bar Tables	Bar Stools	

<b>Crockery</b>	<b>Cutlery</b>	<b>Glassware</b>	<b>Drinkware</b>
Side Plate	Stainless Steel	Water Tumbler	Stainless Steel Water Jug
Entrée Plate	Champagne Gold	Champagne Flute	Glass Water Jug
Main Plate	Rose Gold	Red/White Wine	Plastic Beer Jug
Soup Plate	Matte Black	Short Glass	Glass Drink Dispensers (Various)
Dessert Plate		High Ball Glass	
		Cocktail Glassware (Various)	

<b>Linen</b>	<b>Servingware</b>	<b>Centre Pieces</b>	<b>Bar</b>
Tablecloths (Various Sizes & Colours)	Chaffing Dishes w/ Burner Fuel	<i>(Please Detail / Attach Photos)</i>	Adorn Bar Hire
Fitted Tablecloth	Tongs		Eden Bar Hire
Napkins (Various Colours)	Spoons		Hamptons Bar Hire
Table Runners (Various)	Salad Servers		Galvanised Metal Drink Tub
Chair Covers	Sauce Dishes		Plastic Drink Tub
Chair Sashes (Various)	Platters (Various)		Arctic Ice Box Esky

<b>Lighting</b>	<b>Sound</b>	<b>Arbors &amp; Backdrops</b>	<b>Miscellaneous</b>
Marquee Bulb Lights	Dance Floor Sound System	Timber Vintage Arbor	Registry Table
Fairy Lights	AV Microphone & Speaker	White Round Arbor	Gift Table
Chandeliers	Strobe Light (Dance Floor)	Gated Church Arbor	Wishing Well
LED Up Lights	Laser Light (Dancer Floor)	Gold Rombus Backdrop	Outdoor Lawn Games
Light Up 1.5m 'LOVE' Letters		Flower Wall (Various)	Cake Stand/s
		Blockout Style Backdrop (Various)	

<b>Furniture</b>	<b>Styling</b>	<b>Florals (Fresh or Faux)</b>
Vintage Lounge Suite (Various)	Cushions (Various)	<i>(Please Detail / Attach Photos)</i>
Outdoor Black/Grey Lounge Setting	Throws (Various)	
Outdoor White Rattan Setting	Vases (Various)	
Vintage Curated Collection (Various)	Assorted Pieces (Various)	
<i>(Please Detail / Attach Photos)</i>	<i>(Please Detail / Attach Photos)</i>	

<b>Custom Cakes, Dessert Bars &amp; Lolly Buffets</b>			
<b>Custom Cake</b>		<b>Dessert Bar</b>	<b>Lolly Buffet</b>
Fondant Decorated	<i>(Please Detail / Attach Photos)</i>	<i>(Please Detail / Attach Photos)</i>	<i>(Please Detail / Attach Photos)</i>
Naked Style			
Slab Cake			
Cupcake Tower	Cakeage	Cakeage	Cakeage

<b>Other Services</b>			
<b>Photography &amp; Videography</b>	<b>DJ's &amp; Audio Visual</b>	<b>Live Entertainment</b>	<b>Cultural Immersion</b>
<i>(Please Detail)</i>	<i>(Please Detail)</i>	<i>(Please Detail)</i>	<i>(Please Detail)</i>
<b>Kid's Parties</b>	<b>Kid's Activities</b>	<b>Kid's Entertainment</b>	
<i>(Please Detail)</i>	<i>(Please Detail)</i>	<i>(Please Detail)</i>	

Briefly outline your vision, intention & the vibe behind your event and what you wish to achieve in having it created, brought to life and what you'd like to have your guests immersed in through their experience:

Please describe, draw an aerial view or supply images of the venue and space and outline your desired placements and plans:

Please outline specific delivery, drop-off and/or parking requirements:

- Loading Dock Access?
- Map/Images of Loading Dock?
- Drop-Off Procedures/Notifications? Security? Dock Master? Access Passes?
- Parking Access/Pass for duration of Event?
- Point of Contact: Name & Contact Number?

Please outline the kitchen available to prep and cook from, along with equipment or supply images:

Notes / Comments / Requests

*plate*  
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