



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.

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

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

Event Management	
End-to-End Consultancy & Management 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.	On-Site Event Management 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.
Pre-Event Cleaning Services Pre-Kitchen or Event space cleaning, furniture, floors, windows & bathrooms.	Post-Event Cleaning Services (Required at Venues) Post-space clean up.
Overnight Hire Pack-down the next day to party all night.	Waste Services General Waste, Recyclable Waste and/or Green Waste Removal from premises.
On-Site Liquor Licence NSW On-Premises (Catering Class) Liquor Licence.	Overnight Travel Includes accommodation & staff amenities per the award wage.
<i>(Please Detail any further requests)</i>	

Menu & Catering Packages			
Corporate Grazers	Grazing Table	High Tea	Cocktail
Various <i>(Please Detail)</i>	Sit-Down Share Platters	Pumpa / Little – 2hrs	Canapes – Little Bites
Indigenous Grazing Table Styling	Styled Grazing Table	Pina / Big – 2hrs	Substantials – Lighter Bites
Custom Grazing Table Styling	Premium Grazing Table	Nunka / Plenty – 2hrs	Live Cooking Stations
Bio-Degradable Serveware	Indigenous Grazing Table		Champagne + Oyster Bar
Gourmet Barbeque	Shared Plates	Sit Down Plated	Wilka Thalta Food Truck
Kathuka / Mini – 2hrs	Kathuka / Mini – 2hrs	Entrée + Main Alternate – 2hrs	<i>(Please Detail)</i>
Mukutya / Small – 2hrs	Mukutya / Small – 2hrs	Main + Dessert Alternate – 2hrs	
Kumbatya / Big – 2hrs	Kumbatya / Big – 2hrs	Entrée + Main + Dessert Alt – 2hrs	
Kumpa-Kumpatya / Enormous – 2hrs	Kumpa-Kumpatya / Enormous – 2hrs	Entrée + Main Single – 2hrs	
Murpa - Children		Main + Dessert Single – 2hrs	
		Entrée + Main + Dessert Sgl – 2hrs	
Beverages (Tea/Coffee)	Drinks List (Bar)	Chef Matt Atkins	
Standard Self-Serve	Non-Alcoholic Package – 2 / 3 / 4hrs	1 on 1 Mentoring – Programs	
Deluxe Self-Serve	Napa / Standard – 2 / 3 / 4hrs	Half Day – Programs	
Automatic Standard	Tapa-Eta / Premium – 2 / 3 / 4hrs	Full Day – Programs	
Automatic Deluxe	Spirits Add-On	Native Foods – Workshops	
Coffee Cart <i>(Select Package)</i>	Welcome Cocktail Add-On	Teams Challenge – Workshops	
Add-Ons <i>(Please List)</i>	Non-Alcoholic Add-Ons <i>(Please List)</i>	Virtual Cooking – Online	
Cold Drinks <i>(Please List)</i>	Yarlini / Post-Ceremony Bar	Virtual Interaction Cooking - Online	
	Bar Upgrades <i>(Please List)</i>	Public Cooking - Classes	
Bespoke Catering			
<i>(Please Detail)</i>			

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

Stationery & Bomboniere			
Stationery		Bomboniere	Gifts & Other
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		

Party & Prop Hire			
Marquee	Tables	Chairs	Kids
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	

Crockery	Cutlery	Glassware	Drinkware
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)	

Linen	Servingware	Centre Pieces	Bar
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

Lighting	Sound	Arbors & Backdrops	Miscellaneous
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)	

Furniture	Styling	Florals (Fresh or Faux)
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>	

Custom Cakes, Dessert Bars & Lolly Buffets			
Custom Cake		Dessert Bar	Lolly Buffet
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

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

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