

AN EASY GUIDE FOR PLANNING YOUR MELBOURNE CUP OFFICE PARTY

ONE MONTH BEFORE

- Guest list
- Confirm the budget
- Send the invitation
- Request an RSVP

LOCATION

- Choose a spot where you can gather the guests and staff

DECORATIONS

- A few fun Melbourne Cup themed decorations can add a bit of fun. These can be bought online

TWO WEEKS BEFORE

MENU PLANNING

- Set your budget
- Choose the time of day for your gathering.
- Review and select the right style of menu:
 - Lunch
 - Finger Food
 - Afternoon tea
- Consider special diets
- Book the Catering

NOTE: Melbourne Cup is a caterers busiest day or years, so book your order early

WAIT STAFF

- Waiter
- Bar tender

EQUIPMENT

- Tables
- Tablecloths
- Chairs
- Cutlery
- Crockery
- Napkins

BEVERAGES

- Soft drinks
- Juice
- Mineral water
- Champaign
- Wine (Red and white)
- Beer (local and imported)
- Ice tubs
- Ice for the day
- Glassware

ONE WEEK BEFORE

MENU PLANNING

- Confirm guest numbers
- Adjust the quantities with the caterer if needed
- Adjust the beverage order in needed
- Check your confirmation from the caterer to ensure all details are correct

ONE DAY BEFORE

- Send a short fun reminded to all your guests when and where the event is taking place

DAY OF MELBOURNE CUP

- Have fun!*