



Tuesday, 7th November, 2017

Melbourne Cup

We've made it super easy for you to organise your office Melbourne Cup celebrations – our guidelines are a sure bet for a great day!

One month before

- Compile guest list
- Confirm your budget
- Choose your location
- Send your invite

Three weeks before

- Select the style of menu you want
- Call One Pot Catering if you need a hand
- Order your catering with us
- Order your wait staff with us
- Order your drinks with us
- Order any equipment with us eg. plates, cutlery, glassware, linen

One week before

- Confirm guest numbers with us
- Make any adjustments needed
- Check our order confirmation to ensure everything is correct

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- Enjoy the race that stops a nation and the delicious food we've provided you



Contact us on 9317 4062 or email orders@onepotcatering.com.au