



Event: Melbourne Cup

Event Date: Friday 1st - Thursday 8th November 2024

	Timing	Activity	Location	Who	Contact	
Friday 1st November						
Travel + Prep Day 1	8:35am	Shanel, Taylem, Alex and Agata flight to Melbourne (QF 0425)	Sydney Domestic Airport	Shanel, Tay, Alex & Agata	Lisa Smith +61 407 025 560	
	10:20am	Arrival in Melbourne/ Uber to The Hilton	Melbourne Domestic Airport	Shanel, Tay, Alex & Agata	Amanda Nasr +61 432 331 228	
	11:05am	Lawrie & Yolande Conway arrive in Melbourne	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Laura Hart +61 429 274 459	
	11:30am	Lawrie & Yolande arrive at the Hilton + Events team to meet Lawrie in lobby to hand over guest passes	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Ellis James +61 457 209 938	
	12:30pm	Collect accreditation passes from Flemington Racecourse (staff + media passes)	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel, Tay, Alex & Agata	Amanda Nasr +61 432 331 228	
	1:00pm	Site visit to the Birdcage at Flemington Racecourse with Amanda Nasr (VRC) and Cecilia (MOTH)	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel, Tay, Alex & Agata	Amanda Nasr +61 432 331 228	
	2:00pm	Meeting with Ellis James (Sales Manager at the Hilton Melbourne Little Queen Street)	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Ellis James +61 457 209 938	
	3:00pm	Meeting with Morris House Rooftop (After Party location)	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	4:00pm	Walk through group flight arrival/ welcome drinks, bus route for cup day, check-in for guests, room drops etc	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	4:30pm	Unpack all product for gift bags and event props	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	6:00pm	Unplugged Entertainment picking up accreditations from Shanel	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	8:15pm	Team dinner at Bar Bambi (Table for 5)	Basement 103-105 Flinders Lane, AC/DC La, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Taylem Durkin +61 487 898 489	
	Saturday 2nd November					
	Prep Day 2	7:00am	Breakfast available at the Hilton Melbourne Little Queens	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Ellis James +61 457 209 938
9:00am		Check all gift bags presentation from transport, name all gift bags for room drops (double Vs singles)	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Ellis James +61 457 209 938	
11:00am		Prepare Cup Day envelopes with tickets, bracelets and Birdcage maps for Melbourne Cup Day	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
12:30pm		Organise amenity station for Melbourne Cup Day	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
1:30pm		Organise bus gift bags & After Party maps	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
2:00pm		Hand over turn down service items to the Hilton (chocolates, water bottles and note)	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
2:00pm		Organise After Party items (napkins, coasters, A1 welcome sign massage signs, tshirts etc)	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
3:00pm		Mock-up table setting for pre-cup dinner and organise the props going to Treviso	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
4:00pm		Package up all boxes for Pre-cup, Cup Day, After Party	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
7:00pm		Team dinner at Fonda	Fonda, 31 Flinders Ln, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Taylem Durkin +61 487 898 489	
Sunday 3rd November						
Prep Day 3 + Arrivals	7:00am	Breakfast available at the Hilton Melbourne Little Queen Street	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777	
	8:00am	Lawrie to return guest passes to reception + Shanel to collect	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777	
	9:00am	Set up WhatsApp group for guests	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777	
	10:00am	Confirm gift bags have been dropped off for guests arriving today	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Ellis James +61 457 209 938	
	11:00am	Arrange gift bag drop offs for guest arriving on Monday, brief/ share gift bag set up photo with the The Hilton Team	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	12:00pm	Prepare luggage tags for guests checking in to the Hilton Melbourne Little Queen Street today and Monday	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	3:00pm	Greet guests checking into the Hilton Melbourne Little Queen Street including: Nikolas & Dezi Hatzistergos Lisa Smith Dom & Melissa Macri Anna & Tye Brannigan Ben & Rhiannon Young	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	4:00pm	Organise discounted parking for hair & make-up artist with the Hilton	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	5:00pm	Ralph Heimans flight to Melbourne (Flight QF479)	Sydney Domestic Airport	Ralph Heimans	Lisa Smith +61 407 025 560	
	6:00pm	Pallion Events Team to commence gift bag room drops	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Ellis James +61 457 209 938	
	6:00pm	Clare Deloughery flight to Melbourne (Flight QF479)	Sydney Domestic Airport	Clare Deloughery	Lisa Smith +61 407 025 560	
	6:35pm	Ralph Heimans arrives in Melbourne (QF 471)	Melbourne Domestic Airport	Ralph Heimans	Lisa Smith +61 407 025 560	
	7:00pm	Ralph Heimans arrives at the Hilton	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Ralph Heimans	Lisa Smith +61 407 025 560	
	7:35pm	Clare Deloughery arrives in Melbourne (QF479)	Melbourne Domestic Airport	Clare Deloughery	Lisa Smith +61 407 025 560	
	8:00pm	Clare Deloughery arrives at the Hilton	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Clare Deloughery	Lisa Smith +61 407 025 560	
	11:20pm	Andrew Cochineas Arrives in Melbourne	Melbourne International Airport	Taylem Durkin	Taylem Durkin +61 487 898 489	
	11:20pm	Andrew Cochineas car transfer to the Hilton	Melbourne International Airport	Taylem Durkin	Taylem Durkin +61 487 898 489	
11:50pm	Andrew Cochineas arrives at the Hilton	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	The Hilton Team	Ellis James +61 457 209 938		
Monday 4th November						
Prep Day 4	6:30am	Breakfast available at the Hilton Melbourne Little Queens	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
	8:00am	David & Diana Woodford car transfer to airport	Sydney Domestic Airport	David & Diana Woodford	Taylem Durkin +61 487 898 489	
	8:00am	Pallion Events team to drop off Pre-Cup Dinner decorations to Treviso	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Alex Frawley & Agata Pawlak	Kate Treviso (03) 9670 8833	
	8:00am	Pallion Events team to head to Flemington for signage install + set up amenity station	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih & Taylem Durkin	Amanda Nasr +61 432 331 228	
	8:15am	Jamie & Marc Simpson car transfer to airport	Sydney Domestic Airport	Jamie & Marc Simpson	Taylem Durkin +61 487 898 489	
	8:30am	Paul Cochineas & Daniel Haddon transfer to airport	Sydney Domestic Airport	Paul Cochineas & Daniel Haddon	Lisa Smith +61 407 025 560	
	8:30am	Phillip & Coreena Cochineas transfer to airport	Sydney Domestic Airport	Phillip & Coreena Cochineas	Lisa Smith +61 407 025 560	

	Group flight departs from Sydney Domestic Airport, includes 48 guests: Lisette Cochineas Phillip Cochineas Coreena Cochineas Marie Cochineas George Cochineas Paul Cochineas Daniel Haddon Janie Simpson Marc Simpson Natalya Tyler Matt Simpson Tanya Tyler - on diff flight but taking transfer Anna Rdd Sally Toepfer James Toepfer Millie Toepfer David Dawson Fiona Barracough Liberty Mckintay Agata Kenna Andrew Robinson Dominique Robinson Elisha Toole Andrew Toole Sam Spackman Shanshan Wang Jordan Eliseo Peter Dose Nicholas Frennell	Sydney Domestic Airport	Lisa Smith	Lisa Smith +61 407 025 560
11:05am	Fortem Media team arrive for Phil Williams potrait (VA0826)	Melbourne Domestic Airport	Daniel Armstrong & John Roman	Shanel Salih +61 411 398 777
11:30am	Pallion Events Team to check all bag drops are complete	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Alex Frawley +61 488 775 262
11:30am	Fortem Media arrives at the Hilton	Level 1, Master Suite, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Clare Deloughery	Clare Deloughery +61 498 174 065
11:30am	Pallion Events Team to set up welcome sign in lobby area for group flight arrival	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Alex Frawley +61 488 775 262
12:00pm	Phil Williams to arrive at the Hilton for the portrait session	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Clare Deloughery	Clare Deloughery +61 498 174 065
12:00pm	Pallion Events Team to arrive to Melbourne airport ahead of group flight arrival	Melbourne Domestic Airport	Lisa Smith, Shanel Salih & Taylem Durkin	Lisa Smith +61 407 025 560
12:05pm	Group flight arrives in Melbourne (QF435)	Melbourne Domestic Airport	Lisa Smith, Shanel Salih & Taylem Durkin	Lisa Smith +61 407 025 560
12:05pm	Following guests arrive in Melbourne (VA832): Misha De Moyer - joining group transfer Julie-Anne McMillian - joining group transfer Christie McMillian - joining group transfer	Melbourne Domestic Airport	Lisa Smith, Shanel Salih & Taylem Durkin	Lisa Smith +61 407 025 560
12:30pm	Phil Williams potrait with Ralph Heimans begins	Level 1, Master Suite, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Clare Deloughery	Clare Deloughery +61 498 174 065
12:30pm	Pallion Events Team to ensure welcome drinks and canapes are set up ready for group flight	Luci, Ground Level, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Alex Frawley +61 488 775 262
12:30pm	Pallion Events Team to send out WhatsApp message about meeting point for group flight	Melbourne Domestic Airport	Shanel Salih	Shanel Salih +61 411 398 777
12:45pm	Group transfer from Melbourne Domestic Airport to the Hilton Melbourne Little Queen Street	Melbourne Domestic Airport	Lisa Smith, Shanel Salih & Taylem Durkin	Lisa Smith +61 407 025 560
12:50pm	Group flight to arrive at the Hilton Melbourne Little Queen Street to check-in and enjoy welcome drinks	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel, Tay, Alex & Agata	Ellis James +61 457 209 938
1:00pm	Following guests arrive in Melbourne (QF439): Simone Short Martin Short	Melbourne Domestic Airport	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
1:05pm	Following guests arrive in Melbourne (QF836): Andre Zahra Elizabeth Zahra	Melbourne Domestic Airport	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
1:00pm	Unplugged Entertainment to arrive at Flemington Racecourse to set up equipment for Cup day	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	ABC Event Team	Shanel Salih +61 411 398 777
1:35pm	Following guests arrive in Melbourne: Ben Quilty Kylie Neadham	Melbourne Domestic Airport	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
2:30pm	Phil Williams potrait with Ralph Heimans concludes	Level 1, Master Suite, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Clare Deloughery	Clare Deloughery +61 498 174 065
3:00pm	Pallion Events Teams onsite at Treviso restaurant for Pre-Cup Dinner set up	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih & Taylem Durkin	Kate Treviso (03) 9670 8833
3:10pm	Following guests arrive in Melbourne: Richard Scragg Jenaya Scragg	Melbourne Domestic Airport	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
3:35pm	Following guests arrive in Melbourne: Mark Coulter Adam Bayes	Melbourne Domestic Airport	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
4:00pm	Pallion Events Team to send out WhatsApp message - Welcome to the ABC Bullion Melbourne Cup Celebrations and Pre-Cup Dinner reminder	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777
4:00pm	Board meeting commences in the Oakley & Parkes Boardroom at the Hilton Melbourne Little Queen Street	Oakley & Parkes, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Agata Pawlak	Agata Pawlak +61 477 596 186

Pre-Cup Dinner Se	4:30pm	Unplugged Entertainment to deliver the 2 x televisions and microphones to Treviso	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	5:00pm	Treviso restaurant ready for Pre-Cup Dinner, Pallion Events Team on standby	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
	5:00pm	Jordan Eliseo to arrive onsite at Treviso restaurant to run through the flow of the evening and speech notes with Shanel	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Jordan Eliseo	Jordan Eliseo +61 422 734 988
	5:30pm	Photographer to arrive onsite at Treviso to set-up and capture imagery of the venue, branding and set up	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Ari Gelceec	Ari Gelceec + 61 476 255 477
	5:35pm	Security team Goran Gnjatovic & Joseph Dersahakian arrive in Melbourne (QF463)	Melbourne Domestic Airport	Goran Gnjatovic & Joseph Dersahakian	Lisa Smith +61 407 025 560
	5:45pm	Pallion Events Team to be ready in the Hilton lobby to walk guests to Treviso restaurant	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Alex, Agata, Lisa, Clare	Shanel Salih +61 411 398 777
	6:00pm	Guitar & accordian player to arrive at Treviso restaurant for set up and standby for guest arrival at 6:30pm	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	6:00pm	All guests to meet in the lobby of Hilton Melbourne Little Queen Street - Alex, Agata, Lisa and Clare to walk guests over	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex, Agata, Lisa, Clare	Alex Frawley +61 488 775 262
	6:15pm	Pallion Events Team & Treviso Team (ABC aprons on) on standby for guest arrival - Welcome drinks and canapes ready	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
	6:20pm	Pallion Events Team to start walking guests to Treviso restaurant for the Pre-Cup Dinner	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Alex, Agata, Lisa, Clare	Alex Frawley +61 488 775 262
	6:30pm	Guests arrive to Treviso restaurant for the Pre-Cup Dinner	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Alex, Agata, Lisa, Clare	Alex Frawley +61 488 775 262
	6:30pm	Pallion Events Team to greet guests and welcome drinks to commence	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777
	6:30pm	Canapes to commence: Char Grilled Lamb Cutlet, Chilli & Lemon Salmoriglio (gf) Mushroom Arancini (v) Prawn Fritti Chargrilled Chicken Spiedino (skewer), Salsa Verde (gf)	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Treviso Team	Kate Treviso (03) 9670 8833
	Pre-Cup Dinner	7:00pm	Pallion Events Team to seat all guests	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel, Tay, Alex & Agata
7:05pm		Jordan and Shanel to welcome guests, introduce as MC's and go through formalities for the event	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih & Jordan Eliseo	Shanel Salih +61 411 398 777
7:10pm		Andrew Cochineas to commence welcome speech on behalf of Pallion & ABC Bullion	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Andrew Cochineas	Taylem Durkin +61 487 898 489
7:15pm		Shared Entrees are served: Calamari Fritti (gf) Tiger Prawn, Pinot Grigio & Pea Risotto (gf) Gnocchi Formaggi Hand Made Potato Gnocchi, Gorgonzola, Pecorino, Parmesan, Cream, Spinach, Shaved Pear (v) Rigatoni With Slow Braised Wagyu Beef Cheek Ragù On the Table Marinated Olives & Pickled Vegetables (v, vg, gf) Stone Baked Herb & Garlic Focaccia (v) Olive oil Ascolana Fritte (v)	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Treviso Team	Kate Treviso (03) 9670 8833
7:25pm		Pallion Events Team to hand out trivia cards & pens	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777
7:35pm		Entrees are cleared	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Treviso Team	Kate Treviso (03) 9670 8833
7:35pm		Phillip Cochineas to introduce the Melbourne Cup 2024 Video	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Phillip Cochineas	Taylem Durkin +61 487 898 489
7:38pm		Melbourne Cup 2024 video to play (5 mins)	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Marc Lucarelli	Marc Lucarelli +61 401 133 398
7:43pm		Trivia game to commence	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih & Jordan Eliseo	Shanel Salih +61 411 398 777
7:53pm		Trivia answers to be read out	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih & Jordan Eliseo	Shanel Salih +61 411 398 777
8:15pm		Shared mains and sides are served: Baked Market Fish (gf) Chicken Pizzaiola Roasted Chicken Tenderloins, Cherry Tomato Sugo, Bu alo Mozzarella, Olives, Basil (gf) Spezzatino d'Agnetto - 8hr Slow Cooked Lamb Shoulder Chianti, Stock, Lemon & Fresh Herbs (gf) On the Table Fries Radicchio, Endive, Celery, Fennel & Apple Salad (v, gf) Mixed Greens (v, gf)	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Treviso Team	Kate Treviso (03) 9670 8833
8:45pm		Mains are cleared	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Treviso Team	Kate Treviso (03) 9670 8833
8:45pm		Lou Monte - Che La Luna Mezzo Mare - To be played and everyone shakes their Tamborines	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Marc Lucarelli / Taylem Durkin	Marc Lucarelli +61 401 133 398
9:15pm		Shared desserts are served: Tiramisu Individual Cannoli Gelato Variety of di erent flavours to be served	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Treviso Team	Kate Treviso (03) 9670 8833
9:30pm	Shanel to pre-select express images from photographer to post on social	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih & Ari Gelceec	Ari Gelceec + 61 476 255 477	
9:40pm	Social post to go live	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih	Shanel Salih +61 411 398 777	
9:50pm	Shared desserts are cleared	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Treviso Team	Kate Treviso (03) 9670 8833	
10:30pm	Photographer concludes	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih	Shanel Salih +61 411 398 777	
10:30pm	Pre-Cup Dinner to conclude	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
10:30pm	Pallion Events Team to assist with getting guests back to the Hilton Melbourne Little Queen Street	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
10:45pm	Pallion Events Team to pack down Pre-Cup Dinner and close tab	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel, Tay, Alex & Agata	Shanel Salih +61 411 398 777	
11:00pm	Send WhatsApp group text - sleep well & saddle up for tomorrow	Treviso, 4-10 Bank Pl, Melbourne VIC 3000	Shanel Salih	Shanel Salih +61 411 398 777	
Tuesday 5th November					
5:30am	Pallion Events Team on standby for hair and make-up artists to arrive	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228	
6:00am	Hilton to place crossiants and fruit in Trustee & Equity Room	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Hilton Team	Ellis James +61 457 209 938	
6:00am	Hair appointment for Jane	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228	
6:00am	Make-up appointment for Dee- Ann	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228	
6:00am	Hair appointment for Christina	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228	
6:30am	Send WhatsApp group text - Breakfast & bus transport for 9:30am, 9.45am, 10am, 10.15am reminder	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777	

Melbourne Cup Day	6:30am	Breakfast available at the Hilton Melbourne Little Queen Street	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Hilton Team	Ellis James +61 457 209 938
	6:30am	Hair appointment for Dee-Ann	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	6:30am	Makeup appointment for Jane	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	6:30am	Make-up appointment for Christina	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	6:30pm	Make-up for Yolande	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	7:00am	Make-up appointment for Debbie	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	7:00am	Hair appointment for Marie	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	7:00am	Hair appointment for Yolande	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	7:30am	Hair appointment for Janie	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	7:30am	Hair appointment for Coreena	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	7:30am	Make-up appointment for Diana	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:00am	Hair appointment for Lisette	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:00am	Hair appointment for Diana	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:00am	Make-up appointment for Janie	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:30am	Make-up appointment for Lisette	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:30am	Hair appointment for Dominique	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:30am	Hair appointment for Sally	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:30am	Makeup for Eloise	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	8:30am	Security and Shanel to arrive onsite at Flemington Racecourse, ensure marquee is ready to go	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	8:30am	Photography and videographer arrive onsite at the Birdcage to set up and capture venue stills/ video	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Ari Gelceac	Ari Gelceac +61 476 255 477
	8:30am	Pallion Events Team to hand over ABC coffee cups to Birdbath for coffee butler	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	9:00am	Make-up appointment for Sally	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	9:00am	Make-up appointment for Dominique	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	9:00am	Make-up appointment for Eloise	Trustee Room, Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	9:00am	Set up envelopes with tickets, bracelets and maps on table in the Hilton lobby ready for bus departures	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Taylem Durkin & Lisa Smith	Taylem Durkin +61 487 898 489
	9:10am	Buses arrive to the Hilton Melbourne Little Queen Street, place bus signs inside the buses, test the bluetooth and mics	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Pallion Events Team	Taylem Durkin +61 487 898 489
	9:15am	Pallion Events Team on standby in the Hilton lobby for bus departures	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Pallion Events Team	Taylem Durkin +61 487 898 489
	9:20am	Guests begin to make their way down to collect tickets from the Hilton lobby and get on buses	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Pallion Events Team	Taylem Durkin +61 487 898 489
	9:30am	DJ to arrive onsite at the Birdcage for sound test	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	9:30am	Makeup and Hair Stylist to finish and depart from the Hilton	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley & Agata Pawlak	Belinda +6139 562 228
	9:30am	Bus #1 to fill up (Taylem to manage first bus and speech)	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Taylem Durkin	Taylem Durkin +61 487 898 489
	9:45am	Bus #1 to text Shanel when they are 5 minutes out from Flemington	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Taylem Durkin	Taylem Durkin +61 487 898 489
	9:45am	Coffee butler to be on standby with coffees ready for the 1st bus arrival	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	9:45am	Bus #2 to fill up (Clare to manage second bus and speech)	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Clare Deloughery	Clare Deloughery +61 498 174 065
	9:50am	Bus #1 to arrive at Flemington, Shanel/ or agreed team member to be waiting at the agreed meeting point to welcome guests	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	9:50am	Coffee's and Welcome drinks to be ready for guest arrival at the Birdcage	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	10:00am	Breakfast Canapes to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	10:00am	Bus #2 to communicate to the on ground team when 5 minutes out	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Clare Deloughery	Clare Deloughery +61 498 174 065
	10:05am	Bus #2 to arrive at Flemington, Shanel/ or agreed team member to be waiting at the agreed meeting point to welcome guests	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	10:00am	Bus #3 to fill up (Jordan to manage third bus and speech)	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Jordan Eliseo	Jordan Eliseo +61 422 734 988
	10:15am	Bus #3 to communicate to the on ground team when 5 minutes out	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Jordan Eliseo	Jordan Eliseo +61 422 734 988
	10:20am	Bus #3 to arrive at Flemington, Shanel/ or agreed team member to be waiting at the agreed meeting point to welcome guests	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	10:15am	Bus #4 to fill up (Alex to manage fourth bus and speech)	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Alex Frawley	Alex Frawley +61 488 775 262
	10:30am	Bus #4 to text communicate to the onground team when 5 minutes out	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Alex Frawley	Alex Frawley +61 488 775 262
	10:30am	6 seater transfer to pick up George & Marie Cochineas, Frank Gregg & Heath Blanshard from the Hilton	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Taylem Durkin	Taylem Durkin +61 487 898 489
	10:45am	Bus #4 to arrive at Flemington, Shanel/ or agreed team member to be waiting at the agreed meeting point to welcome guests	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Shanel Salih	Shanel Salih +61 411 398 777
	10:45am	Race 1 commences	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3032	Shanel Salih	Shanel Salih +61 411 398 777
10:55am	DJ to remind people to hang around for Fashion in the Fields at 2pm	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3033	Marc Lucarelli	Marc Lucarelli +61 401 133 398	
11:00am	6 seater transfer with George & Marie Cochineas, Frank Gregg & Heath Blanshard to arrive at Flemington	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Taylem Durkin	Taylem Durkin +61 487 898 489	
11:00am	Hilton team to place chocolates, ABC water bottles and note on bedside tables will servicing rooms	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Hilton team	Ellis James +61 457 209 938	
11:00am	Singer #1 Carla arrives onsite to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398	
11:00am	Percussionist Gerard arrives onsite to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398	
11:20am	Race 2 commences	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398	
11:30am	Brunch Canapes to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	The Big Group	Amanda Nasr +61 432 331 228	
12:00pm	Violinist Evangeline commences	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398	
12:00pm	Race 3 begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRG	Amanda Nasr +61 432 331 228	
12:00pm	Saxophonist #1 Frankie arrives onsite to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398	
12:00pm	Sweet & Savory stations begin	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	The Big Group	Amanda Nasr +61 432 331 228	
12:40pm	Race 4 commences	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRG	Amanda Nasr +61 432 331 228	
1:00pm	Lunch Canapes to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	The Big Group	Amanda Nasr +61 432 331 228	
1:25pm	Melbourne Cup trophy onsite for photos, Shanel assisting with photos, shotlist includes: 1. Pallion & Evolution Mining 2. Pallion Executive Directors with and without partners 3. Pallion Board 4. Pallion Board & Partners 5. Cochineas 6. Simpson/Gregg 7. Pallion Arts 8. Evolution Mining team 9. Pallion team	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRG	Amanda Nasr +61 432 331 228	
1:20pm	Race 5 begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRG	Amanda Nasr +61 432 331 228	
1:55pm	Race 6 begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRG	Amanda Nasr +61 432 331 228	

	1:55pm	Melbourne Cup trophy leaves the marquee	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRC	Amanda Nasr +61 432 331 228
	2:15pm	ABC fashion on the fields begins, Shanel, Tay and Jordan to host	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
	2:15pm	Pallion Events Team on standby with prizes and DJ on standby with song list	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
	2:17pm	Catwalk for women to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
	2:22pm	Catwalk for men to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777
	2:27pm	Awards for best dressed announced	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Pallion Events Team	Shanel Salih +61 411 398 777
	2:45pm	DJ to announce main race is starting in 15 minutes	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	2:45pm	Dessert canapes service begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	The Big Group	Amanda Nasr +61 432 331 228
	3:00pm	Race 7 Begins - MELBOURNE CUP RACE	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRC	Amanda Nasr +61 432 331 228
	3:00pm	Saxophonist #2 Harry to arrive onsite to set up	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	3:15pm	Singer #2 & #3 Andrew and Jess arrive onsite to set up	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	3:15pm	Saxophonist #2, singers and 2 x drummers to commence	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	3:30pm	Buses on standby for departure	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Lisa Smith	Lisa Smith +61 407 025 560
	3:30pm	Pallion Events Team to set up buses from departure - water bottles, after party maps, chips and chocolates on seats	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	3:30pm	Post Race canapes service begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	The Big Group	Amanda Nasr +61 432 331 228
	3:50pm	Race 8 begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRC	Amanda Nasr +61 432 331 228
	4:00pm	George & Marie Cochineas + Frank Gregg & Heath Blanshard transfer to depart Flemington back to the Hilton	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Taylem Durkin	Lisa Smith +61 407 025 560
	4:00pm	Shanel to make express photography selects for social post	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Shanel Salih	Shanel Salih +61 411 398 777
	4:00pm	10 x express images sent to Shanel for posting	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Shanel Salih	Shanel Salih +61 411 398 777
	4:30pm	Additional fries and toasties to be served	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRC	Amanda Nasr +61 432 331 228
	4:30pm	Pallion Events Team to depart from Flemington Racecourse to set up After Party at The Morris House - Alex to manage	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Alex Frawley	Alex Frawley +61 488 775 262
	4:35pm	Race 9 begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRC	Amanda Nasr +61 432 331 228
	4:50pm	Pallion Events Team to arrive onsite at The Morris House Rooftop	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Alex Frawley +61 488 775 262
	5:15pm	Race 10 begins	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	VRC	Amanda Nasr +61 432 331 228
	5:20pm	DJ to announce the First Bus will be leaving at 5:30pm	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	5:30pm	Saxophonists, singers and drummers to conclude	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	5:30pm	DJ to arrive onsite at Morris House Rooftop for set up	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Leighton Unplugged	Leighton +61 488 202 929
	5:30pm	First Bus to depart Flemington - Shanel to manage	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Shanel Salih	Shanel Salih +61 411 398 777
	5:45pm	Second Bus to depart Flemington - Taylem to manage	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Taylem Durkin	Taylem Durkin +61 487 898 489
	6:00pm	Third Bus to depart Flemington - Clare to manage	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Clare Deloughery	Clare Deloughery +61 498 174 065
	6:15pm	Fourth Bus to depart Flemington - Jordan to manage	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Jordan Eliseo	Jordan Eliseo +61 422 734 988
After Party	6:00pm	Pallion Events Team to run through the event with Morris House Team - Alex to manage	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Alex Frawley	Alex Frawley +61 488 775 262
	6:00pm	4 x masseuses to arrive at Morris House/ branded t-shirts to be supplied to the team - Alex to manage	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Kurt +61 414 322 396
	6:15pm	Entertainment at Birdcage to play until all guests leave the marquee - bump out 6:15pm	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	6:15pm	DJ at Morris House Rooftop on standby ready for guests arrival	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Marc Lucarelli	Marc Lucarelli +61 401 133 398
	6:15pm	Welcome sign, entry bracelets etc ready for guest arrival at Morris House Rooftop	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3034	Alex Frawley	Alex Frawley +61 488 775 262
	6:15pm	First Bus to Leave the Hilton and drop guests at Morris House - Shanel to manage	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777
	6:15pm	Send WhatsApp group text to reminder guests of first bus heading to the after party	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777
	6:20pm	Welcome drinks and canapes on standby for guest arrival	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Alex Frawley +61 488 775 262
	6:20pm	First Bus to arrive at Morris House Rooftop - Shanel to manage	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Shanel Salih	Shanel Salih +61 411 398 777
	6:30pm	After Party at Morris House Rooftop commences	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Alex Frawley +61 488 775 262
	6:30pm	Welcome drinks and canapes service commences	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Alex Frawley +61 488 775 262
	6:30pm	Masseuses service commences	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Kurt +61 414 322 396
	6:45pm	Second Bus to leave the Hilton and drop guests at Morris House - Tay to manage	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Taylem Durkin	Taylem Durkin +61 487 898 489
	6:55pm	Second Bus to arrive at the Morris House - Tay to manage	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Taylem Durkin	Taylem Durkin +61 487 898 489
	7:00pm	Third bus to leave the Hilton and drop guests at Morris House - Clare to manage	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Clare Deloughery	Clare Deloughery +61 498 174 065
	7:00pm	Hot dog station commences	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Shanel Salih	Shanel Salih +61 411 398 777
	7:10pm	Third bus to arrive at Morris House Rooftop - Clare to manage	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Clare Deloughery	Clare Deloughery +61 498 174 065
	7:15pm	Fourth bus to leave the Hilton and drop guests at Morris House - Jordan to manage	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Jordan Eliseo	Jordan Eliseo +61 422 734 988
	7:25pm	Fourth bus to arrive at Morris House Rooftop - Jordan to manage	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Jordan Eliseo	Jordan Eliseo +61 422 734 988
	9:30pm	Masseuses to depart from Morris House Rooftop	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Kurt +61 414 322 396
	11:00pm	DJ concludes	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Shanel Salih	Shanel Salih +61 411 398 777
	11:00pm	After party concludes	Morris House Rooftop, 120 Exhibition St, Melbourne VIC 3000	Alex Frawley	Alex Frawley +61 488 775 262
	11:30pm	Send WhatsApp group text - thank you message for attending the ABC Bullion Melbourne Cup Celebrations	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777
	Wednesday 6th November				
	6:30am	Breakfast available at the Hilton Melbourne Little Queen Street	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Hilton Team	Ellis James +61 457 209 938
	8:00am	Pallion Events Team head back to ABC Bullion marquee to pack down Melbourne Cup day and orange courier pick-up	Flemington Racecourse, 448 Epsom Rd, Flemington VIC 3031	Alex Frawley & Agata Pawlak	Alex Frawley +61 488 775 262
	8:00am	Send out WhatsApp group text - Breakfast, check-out, transport reminder	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777
	9:00am	Image gallery with Pre-Cup Dinner and Melbourne Cup Day to be sent out to guests with thank you message	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777
	9:30am	Pallion Events Team arrange deliveries back to Sydney	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih & Taylem Durkin	Shanel Salih +61 411 398 777

Departures	9:45am	Group transfer #1 to Melbourne Qantas Domestic Terminal 1. Peter Dose 2. James Fox 3. Lucy Fox 4. Graham Spring 5. Peter Harper 6. Elouise Fernlee 7. Darren May 8. Evelyn Enriquez 9. Michael Reid 10. Toby Meagher 11. Anna Fry 12. Matthew Fry 13. Lisa Smith	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Lisa Smith	Lisa Smith +61 407 025 560	
	10:00am	Image gallery and thank you email to be sent out to all guests	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777	
	10:15am	Group transfer #2 to Melbourne Qantas Domestic Terminal 1. Andrew Cochineas 2. Lisette Cochineas 3. Phillip Cochineas 4. Coreena Cochineas 5. Paul Cochineas 6. Dan Haddon 7. Andrew Robinson 8. Rhiannon Chisholm	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Taylem Durkin	Taylem Durkin +61 487 898 489	
	11:00am	All guests to check out of the Hilton Melbourne Little Queen Street	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Hilton team	Ellis James +61 457 209 938	
	11:30am	Oaks Day transfer to the Crown 1. Janie Simpson 2. Dominique Robinson 3. Natalya Tyler 4. Lisa Lee 5. Annetie McNamee 6. Cassandra Prothero 7. Georgie Bruce 8. Anna Rudd 9. Michelle Payne 10. Kim Stoked	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Lisa Smith	Lisa Smith +61 407 025 560	
	12:00pm	Oaks Day Lunch commences at the Crown Palladium	Crown, 8 Whiteman Street, Southbank	Shanel Salih	Shanel Salih +61 411 398 777	
	12:00pm	Group transfer #3 to Melbourne Qantas Domestic Terminal 1. Sally Toepfer 2. James Toepfer 3. Millie Toepfer 4. David Dawson 5. Fiona Barraclough 6. Liberty Mckinlay 7. Agata Kenna 8. Elisha Toole 9. Andrew Toole 10. Jordan Eliseo 11. Ross Blainey 12. Clare Deloughery	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Lisa Smith	Lisa Smith +61 407 025 560	
	3:45pm	Oaks Day Lunch concludes	Crown, 8 Whiteman Street, Southbank	Shanel Salih	Shanel Salih +61 411 398 777	
	4:00pm	Guests from Oaks Day Lunch to arrange Ubers back to the Hilton Melbourne Little Queen Street	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Lisa Smith	Lisa Smith +61 407 025 560	
	4:00pm	Group transfer #4 Melbourne Qantas Domestic Airport 1. Janie Simpson 2. Marc Simpson 3. Matt Simpson 4. Natalya Tyler	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Lisa Smith	Lisa Smith +61 407 025 560	
	Thursday 7th November					
	Departures	6:30am	Breakfast available at the Hilton Melbourne Little Queen Street	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Hilton Team	Ellis James +61 457 209 938
		8:00am	Pallion Events Team uber to airport	Hilton Melbourne Little Queen Street, 18 Little Queen St, Melbourne	Shanel Salih	Shanel Salih +61 411 398 777
10:00am		Pallion Events Team flight back to Sydney (QF432)	Melbourne Domestic Airport	Shanel Salih	Shanel Salih +61 411 398 777	
11:25am		Pallion Events Team arrive back in Sydney	Sydney Domestic Airport	Shanel Salih	Shanel Salih +61 411 398 777	

