**Agave of Sedona Final Wedding Checklist**

**Please take the time to review and complete all areas. E-mail back to:** **agaveofsedona@gmail.com**

Your special day is drawing near! Please review the checklist, & important reminders below and get this information back to us as soon as possible**.** If your planner/coordinator is taking care of these important details, please forward this information directly to them. *\*If your package included coordination, your coordinator already has this document.*

Spouse Names:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

Rehearsal Time/Date: Wedding Date/ Start & End Time:

Final Guest Count: Wedding Party Count:

**VENDORS MAY ARRIVE NO EARLIER THAN 11AM, unless previously approved by Agave of Sedona. Bride, Groom & Bridesmaids/Groomsmen may arrive 3hrs prior to event start time, see rental agreement.**

**A DAY OF $1MIL CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED FROM ALL VENDORS WITH AGAVE OF SEDONA LLC NAMED. WE CARRY IN HOUSE COIS FOR ALL VENDORS ON OUR** [**SIGNATURE VENDOR LIST**](https://agaveofsedona.com/wp-content/uploads/2023/04/Signature-Package-Vendors-PDF.pdf) **&** [**REQUISITE CATERING LIST**](https://agaveofsedona.com/wp-content/uploads/2022/12/CATERINGLIST-PDF.pdf)**.**

| VENDOR | VENDOR COMPANY CONTACT INFO PHONE/EMAIL | ARRIVAL TIME AT AGAVE  | VENDOR COI  |
| --- | --- | --- | --- |
| **Wedding Planner *or* Day of Coordinator**  |  |  |  |
| **Who is providing the Timeline?** |  |  |  |
| **Officiant**  |  |  | **N/A** |
| **Florist** |  |  |  |
| **Cake**  |  |  |  |
| **Caterer** |  |  |  |
| **Bar/Beverage Service** |  |  |  |
| **Ceremony Music** |  |  |  |
| **Reception Music** |  |  |  |
| **Photographer** |  |  |  |
| **Videographer** |  |  |  |
| **Photo Booth** |  |  |  |
| **Rentals NOT handled by Agave** |  |  |  |
| **Decorations the day of provide by** |  |  |  |
| **Who is providing table linens and napkins?** **Agave of Sedona does NOT provide linens** |  |  |  |

|  |  |  |
| --- | --- | --- |
| AGAVE AMENITIES | HOW MANY NEEDED | SPECIAL SET-UP NOTES  |
| **CELEBRATION TERRACE** Cocktail tables (up to 8) 6 or 8ft tables  |   |  |
| **CEREMONY TERRACE**Chairs*Brown OR* White ResinHow many? Special Set-up Notes  |  |  |
| **MONTAGE BALLROOM**60” rounds48” rounds 6 or 8ftDancefloor, sizeChivari or Folding ChairsOther/Special Notes  |  |  |
| **BLUE AGAVE ROOM** 6 or 8ft tables OtherSpecial Notes  |  |  |

**PLEASE PROVIDE A DETAILED SCHEMATIC/LAYOUT FOR ALL SPACES, CLICK FOR PDF**

[**Celebration Terrace**](https://agaveofsedona.com/floorplans/celebration-terrace-floor-plans/)**,** [**Ceremony Terrace**](https://agaveofsedona.com/floorplans/ceremony-terrace-floorplans/)**,** [**Montage Ballroom/Blue Agave Room**](https://agaveofsedona.com/wp-content/uploads/2022/10/MONTAGE-BLUE-AGAVE-BLANK-8-18-18-1.pdf)**,** [**Agave of Sedona**](https://agaveofsedona.com/wp-content/uploads/2017/02/Colored-rendering-2018-page-001.jpg)**,** [**Agave Amenities List**](https://agaveofsedona.com/wp-content/uploads/2022/10/Amenities-Table-Cloths-pdf.pdf)

**Important Reminders**

**ALCOHOL**

* *BAR SERVICE PRIOR TO CEREMONY IS FOR BRIDE, GROOM, AND IMMEDIATE WEDDING PARTY ONLY. GUESTS WILL NOT BE SERVED.* If you wish to have bar service for bride, groom and immediate wedding party prior to ceremony a bar tender must be present to provide this service. There is no alcohol self-service permitted at the venue.
* Pre-ceremony guest bar service requests must be approved by the Agave and caterer, and disposable drinkware must be used.
* Guests may not arrive at the venue with alcoholic beverages and may not depart the venue with alcoholic beverages. We thank you for your support of the Arizona Liquor Laws.
* All leftover alcoholic beverages will be prepared for transport by the caterer and must be removed that evening.

**ARRIVAL/DEPARTURE**

* If you are placing your own orders with rental companies, the approved window for delivery/pick up is 8am-12pm. We always suggest hiring the rental company for instillation of rented items (arch, tables, etc.) If installation is not set-up with rental company, it will be the duty of the coordinator/wedding party to set-up.
* Wedding party, and family may arrive 3 hours before event start time for use of dressing spaces, pre-ceremony photography, or to assist with décor set-up. *For ceremony only, said arrival is 2hrs before event start time.*
* The bar will close (*unannounced last call),* and music will end ½ hour before your scheduled event end time.
* All décor & flowers that you wish to keep must be removed at the end of the event. Items that belong to the florist will be picked up the next day, along with any rental items that have been contracted for the next day pick-up.

The following items are prohibited at Agave of Sedona, please refer to rental agreement for further details:

**Firearms/weapons**
**Illegal drugs**
**ALCOHOL: Beer kegs, liquor shots, self-serve alcoholic beverages**
**DECOR: Glitter, confetti, birdseed, rice**
**Sparklers, fireworks (cold sparks may be used OUTSIDE only for grand exit)**
**Paper lanterns, tiki torches**
**FLORAL: Artificial flower petals, pampas grass (or anything else that sheds)**

**CANDLES:  NO FLAME CANDLES OF ANY KIND. Please use LED candles ONLY!**

**IF YOU PLAN TO USE THE LOUNGE TELEVISION FOR A SLIDE SHOW, THE BEST OPTION IS STILL .JPG PHOTOS UPLOADED TO A THUMBDRIVE. OUR TV WILL AUTOMATICALLY CREATE A LOOPING SLIDE SHOW. IF YOU CHOOSE TO CREATE A MOVIE FILE (.AVI) PLEASE NOTE OUR TV DOES NOT OFFER MEDIA LOOPING AND YOUR ORGINAL VIDEO FILE WILL NEED TO BE THE LENGTH YOU WANT IT TO RUN.**