

# Agave of Sedona Wedding & Event Venue

## Coordination Requirements

**IMPORTANT:** To ensure that your vision and expectations are met, all Agave events require a **Wedding Coordinator (AKA month-of-coordinator/day-of-coordinator)**. Coordinators ensure the wedding day is executed perfectly. Their roles include managing timelines, setting up décor, and overcoming any last-minute challenges that may arise during the festivities. Day of, they are the main point of contact for all vendors, so questions or concerns are diverted away from the couples, family, and guests.

We **require** Wedding Coordination that provides the following services:

- 1hr wedding rehearsal prior to the day of your wedding (by appt.)
- Create a detailed timeline and professional floor plan schematic for the event and ensure timelines are executed
- On-site, day-of coordination through closing of the venue
- Vendor coordination (finalize vendor timelines, vendor arrivals, primary point of contact day on wedding)
- Set up personal items and décor. Table numbers, place cards, menus, welcome tables, etc.
- Collection of gifts and personal items at the end of the evening. Load into guest vehicles.

You may wish to work more extensively with someone in the design, coordination, and planning process. Unlike Coordinators, **Wedding Planners may assist with overall vision, curation, vendor billing, and more. Although Agave doesn't require hiring a Wedding Planner, you are welcome to choose the planning/coordination services that best fit your dream wedding!**

**Wedding Coordinators are a great fit** *if* you want to play an active role in planning your wedding and you are highly organized and detail oriented.

**Consider a Wedding Planner** *if* you want the least amount of wedding stress, you have no clue where to start, or you are hosting a destination wedding.

Our Signature Plus and Signature Elite packages include wedding coordination services within package pricing and the option to select your coordinator from our list of top professionals in Arizona. See our [Signature Package Guidelines](#) for more information. We also provide coordination suggestions on our [Preferred Vendor List](#).