

AGAVE OF SEDONA

COORDINATION REQUIREMENTS

To ensure that your vision and expectations are met, we require all Agave clients to hire an event coordinator (AKA month-of-coordinator/day-of-coordinator) or select a package where coordination is included. **Failure to obtain a coordinator will result in the cancellation of the event and will be treated as being cancelled by the Renter.**

The coordination teams included in our *Signature Plus* and *Signature Elite* packages will begin working with you 30 days prior to your event. Coordinators ensure the event is executed correctly, and their roles include managing timelines, creating venue schematics, décor setup and tear down, and overcoming any last-minute challenges that may arise during the festivities. On the day of, they are the main point of contact for all vendors, so questions or concerns are diverted away from the clients and guests.

We require event coordination that provides the following services:

- **1 hour wedding rehearsal prior to the day of your wedding (by appt.)**
- **Creating a detailed timeline and executing the day of**
- **Creating detailed venue schematic**
- **On-site, day-of coordination through closing of the venue**
- **Vendor coordination (finalize vendor timelines, vendor arrivals, primary point of contact day of your wedding)**
- **Set-up and take down personal items and décor (linens, tables numbers, place cards, menus, welcome table, etc.)**
- **Collection of gifts and personal items at the end of the evening and loading into guest vehicles.**

If you'd like to work more extensively with someone in the design, coordination, and planning process, hiring an event planner might be a good option. Unlike coordinators, event planners may assist with overall vision, curation, vendor billing, and more. Agave doesn't require hiring an event planner, however you are welcome to choose the planning and coordination services that best fit your vision!

Event coordinators are a great fit *if* you want to play an active role in planning your event and you are highly organized and detail oriented.

Event planners are a great fit *if* you want the least amount of stress, you're unsure where to start, or you are hosting a destination wedding or event.