



AGAVE OF SEDONA FINAL EVENT CHECKLIST

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

Your special day is drawing near! Please review the checklist and important reminders below and return this information to us as soon as possible. **IMPORTANT: To ensure that your vision and expectations are met, all Agave events require a professional event coordinator with insurance to perform month-of/day-of-coordination services. Failure to do so will result in cancellation of the event and will be treated as being cancelled by the Renter.** If your coordinator is taking care of these important details, please forward this information directly to them.

Name:

Event Date & Time:

Final Guest Count:

VENDORS MAY ARRIVE NO EARLIER THAN 11AM

A DAY OF \$1MIL CERTIFICATE OF LIABILITY INSURANCE (COI) IS REQUIRED FROM ALL VENDORS WITH AGAVE OF SEDONA LLC NAMED. WE CARRY IN-HOUSE COI'S FOR OUR SIGNATURE VENDORS AND CATERING TEAMS.

VENDOR	VENDOR COMPANY CONTACT INFO PHONE/EMAIL	ARRIVAL TIME AT AGAVE	VENDOR COI
Planner or Day of Coordinator			
Who is providing the Timeline?			
Florist			
Caterer			
Bar/Beverage Service			
Music/Entertainment			
Photographer			
Videographer			
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			

PLEASE PROVIDE A DETAILED SCHEMATIC AND LAYOUT FOR ALL SPACES AND EMAIL TO: INFO@AGAVEOFSEDONA.COM

CLICK BELOW FOR PDF'S

[Agave Floor Plans](#)

[Venue Layout](#)

[Agave Amenities List](#)

AGAVE AMENITIES	HOW MANY NEEDED	SPECIAL SET-UP NOTES
CELEBRATION TERRACE Cocktail tables (up to 8) 6 or 8ft tables		
CEREMONY TERRACE Chairs <i>Brown OR White Resin</i> How many? Special Set-up Notes		
MONTAGE BALLROOM 60" rounds 48" rounds 6 or 8ft Dancefloor, size Chivari or Folding Chairs Other/Special Notes		
BLUE AGAVE ROOM 6 or 8ft tables Other Special Notes		

Important Reminders

ALCOHOL

- *There* is no alcohol self-service permitted at the venue.
- 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 after the event.

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 installation 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.
- 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!

Proper shoes and garments must be worn at all times.

If you plan to use our TV for a slideshow, the best option is still .jpg files uploaded to a thumb drive. If you choose to create a movie file (.avi) please note our TV does not offer media looping and the original video file will need to be the desired length.