



## Agave of Sedona Final Checklist- Events

Please return this information via email to [agaveofsedona@gmail.com](mailto:agaveofsedona@gmail.com).

**IMPORTANT:** To ensure that your vision and expectations are met, all Agave events require a professional event coordinator to perform month-of/day-of-coordination services. 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 ALL VENDORS ON OUR [SIGNATURE VENDOR LIST](#) & [REQUISITE CATERING LIST](#).

| VENDOR                                                                                       | VENDOR COMPANY<br>CONTACT INFO PHONE/EMAIL | ARRIVAL TIME AT<br>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?<br><b>Agave of Sedona does NOT provide linens</b> |                                            |                          |            |

PLEASE PROVIDE A DETAILED SCHEMATIC AND LAYOUT FOR ALL SPACES AND SEND TO AGAVEOFSEDONA@GMAIL.COM

CLICK BELOW FOR PDF'S

[Venue Floor Plan](#)

[Agave Amenities List](#)

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

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.