



SHERATON

EST. 1937

Gathered On This Day



Sheraton Phoenix Downtown

340 North 3rd Street, Phoenix, Arizona 85004, T 602 262 2500 F 602 262 2501, sheratonphoenixdowntown.com



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The wedding of your dreams, brought to life at Sheraton Phoenix Downtown.

The most significant day of your lives together deserves a spectacular setting. You've waited for this day...envisioned every moment...allow us to make it unforgettable. Located in the cultural heart of downtown Phoenix, and offering magical indoor and outdoor spaces for your momentous occasion, we're ready to usher you into your happily ever after.



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Our Hotel

Celebrate the beginning of your lifetime together at Sheraton Phoenix Downtown.

With our memorable and distinctive indoor and outdoor venue options, world-class culinary expertise, and dedicated in-house teams, your special day will be filled with magical moments you'll cherish for a lifetime.

Offering a 27,170-square-foot ballroom, outdoor event spaces, and an array of other unique, customizable venue spaces, you can trust us to find the perfect space for your perfect day.



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Your Rehearsal

We'll help you create a pre-wedding experience just as dazzling as your wedding itself. Whether you're looking for a casual family meal or a more formal rehearsal dinner, our renowned Culinary Team will work closely with you, crafting a menu that perfectly captures the sentiment and tone of your special night. With several unique, private dining areas to choose from, our Certified Wedding Planners will guide you in selecting the perfect setting for a memorable experience that's uniquely your own.



Whether your festivities are all on one spectacular day or a multi-day affair, your guests will be beautifully accommodated throughout every step of your marriage celebration, leaving you free to fully enjoy every moment. From your wedding shower and rehearsal dinner to your ceremony, reception, and post-wedding brunch, we make your wedding seamless and effortless.

Everything for you, your wedding party, and your guests, all under one roof.



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Your Ceremony

We understand the significance of the rituals and festivities surrounding your big day and we honor the integrity of the traditions that are important to you, as the wedding couple, and to your family. Whether you are celebrating your nuptials with time-honored traditions, a contemporary celebration, or a personalized mixture of both, we know that every moment is a cherished memory in the making. We are committed to ensuring a seamless ceremony for your celebration of a lifetime.





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Your Reception

Your wedding celebration should be as unique as you. With a range of reception venues, both indoors and out, we can transform any space into the wedding reception you've dreamed of. We'll guide you through tailoring your event schedule, catering menus, table settings and arrangements, flowers and decor. We'll create a magical space, whether you desire an intimate affair or a ballroom-sized bash. This is your day. Whatever your vision, we'll make it a reality.





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Your Details

Whether you're envisioning a small intimate ceremony or a lavish and extravagant affair, we'll bring your dream wedding to life.

Our award-winning Certified Wedding Planners will work closely alongside you, planning and executing your vision with meticulous attention to detail, ensuring every moment is just as you've always imagined, so you can enjoy a carefree day, celebrating your love.

Wedding Packages

Reception Packages Include:

- Set-up and breakdown of hotel provided tables and chairs (72" round, 6' x 30" rectangle, and 36" cocktail tables)
- Selection of hotel table linens and napkins in your choice of color: black, white, or sandalwood
- Draped and skirted tables for gifts, guestbook, favors and sweetheart or head table
- Votive candles with mirror centerpiece enhancements and table numbers with stanchions
- Custom menu cards for each place setting
- Dance floor and staging for band, DJ and head table
- Special amenity for the wedding couple on wedding night
- Guest room suite for the newlyweds on their wedding day
- Complimentary valet parking for wedding couple and parents
- Changing rooms for the wedding couple on wedding day
- Discounted self and valet parking rates during your event (subject to availability at the hotel garage)
- Two (2) complimentary standard guestrooms on wedding night for parents of the newlyweds
- Complimentary boozy brunch or breakfast for newlyweds the morning following the wedding
- One (1) additional complimentary boozy brunch or breakfast per every 25 guaranteed guests at wedding reception
- Marriott Bonvoy™ events points (terms and conditions apply). Members are awarded two (2) points for every \$1 USD net spent on food, beverage, and room rental.

Package pricing applicable for weddings with a food and beverage commitment of \$5,000 or greater.

Ceremony Packages Include:

- Flexible indoor or outdoor event space with striking views and modern design
- White resin padded folding chairs upon request
- Gift and guest book tables with hotel linens
- Chilled fruit-infused water station
- One (1) wireless, handheld, microphone and two (2) speakers for ceremony
- Two (2) getting ready rooms for the wedding couple on wedding day
- Marriott Bonvoy™ events points (terms and conditions apply). Members are awarded two (2) points for every \$1 USD net spent on food, beverage, and room rental
- Hotel wedding specialist for rehearsal and day-of coordination

Ceremony Fee: \$3,500.00 plus tax and service charge.

Wedding Menus

Reception Butler-Passed Canapés

Priced per piece, 50 piece minimum per canape

Chilled

- Brie Tartlet with Strawberry Balsamic Chutney (Veg) \$9⁺⁺
- Cherry Tomato and Boursin Cheese on Focaccia (Veg) \$8⁺⁺
- Prosciutto Wrapped Asparagus (GF) \$8⁺⁺
- Asian Chicken Salad in a Spring Roll Cup \$8⁺⁺
- Seared Beef Tenderloin with Onion Relish \$9⁺⁺
- Tuna Poke in a Wonton Cone \$9⁺⁺
- Seared Ahi Cucumber Round with Ginger and Wasabi (GF) \$9⁺⁺
- Jamaican Shrimp Cucumber Round (GF) \$8⁺⁺
- Macadamia Crusted Goat Cheese with Raspberry Preserves (Veg) \$8⁺⁺

Hot

- Mini Beef Wellington with Basil Aioli \$10⁺⁺
- Thai Peanut Chicken Satay with Peanut Sauce \$9⁺⁺
- Coconut Crusted Chicken Skewes with Piña Colada Sauce \$9⁺⁺
- Andouille Mac and Cheese Bite with Chive Aioli \$9⁺⁺
- Artichoke Fritter with Lemon Aioli (Veg) \$9⁺⁺
- Fig and Goat Cheese Flatbread with Balsamic Glaze (Veg) \$10⁺⁺
- Brie, Pear and Almond Flower (Veg) \$9⁺⁺
- Beef Frank in a Blanket and Whole Grain Mustard Aioli \$9⁺⁺
- Chicken Meatball with Prickly Pear Sriracha Glaze and Cilantro \$9⁺⁺
- Sonoran Chicken Pouch with Lime Crema \$9⁺⁺
- Fiery Brisket wrapped Pork Belly with Peach Glaze (GF) \$10⁺⁺
- Chive and Mushroom Phyllo with Herb Aioli (Veg) \$9⁺⁺

Reception Displayed Stations

Includes Three Pieces Per Person of Selected Hors D'Oeuvres

Flatbread Station \$28⁺⁺ Each

Choose your quantity of each:

- Caprese: Baby Heirloom Tomato, Basil Pesto Spread, Fresh Mozzarella, Balsamic Drizzle
- White: Creamy Roasted Garlic Ricotta, Roasted Mushrooms, Melted Red Onion, Sliced Roma Tomato, Italian Cheese, Arugula
- Meaty: Italian Sausage, Sweet Peppers, Mozzarella, Spicy Marinara

Classic Sliders Station \$78⁺⁺ Per Dozen

Choose your quantity of each:

- Classic Cheeseburger: Caramelized Onion, Cheddar Cheese, Garlic Aioli
- Pulled Pork: Pineapple Coleslaw, Carolina BBQ Sauce
- Beef Meatball: Marinara, Mozzarella
- Buttermilk Brined Fried Chicken: Creamy Coleslaw, Pickles

Served on Hawaiian Slider Rolls

Build-Your-Own Mac & Cheese Bar \$34⁺⁺ Per Person

Macaroni and Creamy Cheddar Cheese Sauce
Gemelli with Green Chili Monterey Jack Sauce
Toppings include: Chopped Bacon, Grilled Andouille Sausage, Shredded Cheddar, Fire Roasted Green Chilies, Roasted Mushrooms, Caramelized Onion, Broccoli Florets, Diced Jalapeño

Reception Display Enhancements

Each display serves approximately 50 people

Seasonal Fresh Fruit Display \$595⁺⁺ Per Display

Seasonal Selection of Fruit and Berries with Cream Cheese Dip

Antipasto Display \$995⁺⁺ Per Display

Selection of Grilled and Marinated Vegetables, Chefs Choice of Three (3) Charcuterie, Marinated Bocconcini, Boursin Cheese, Lavosh, Grassini and Sliced Baguette

Crudité Display \$695⁺⁺ Per Display

Chefs Choice of Seasonal Fresh Vegetables with Herb Ranch and Roasted Garlic Hummus

Spinach and Artichoke Dip Display \$650⁺⁺ Per Display

Warm Spinach Artichoke Dip with Seasonal Vegetables and Pita Chips

Chips and Salsa Display \$575⁺⁺ Per Display

Tri-Color Tortilla Chips, Warm Queso, Fire Roasted Salsa, Guacamole and Sour Cream

Wedding Menus

Plated Dinner

Same Canapé, First Course, Dessert and Toast on all Tiers.
Second Course Entrée selection adjusts pricing.

All meals are priced per person, and include:

- **Reception:** Selection of three (3) Butler-Passed Canapés (Based on three (3) pieces per person)
- **First Course:** Choose one (1) Soup or Salad for all guests
- **Bread Service:** Fresh Baked Rolls, Creamery Butter
- **Second Course:** Entrée selection (Preselected quantities – maximum of two (2) Entrée choices)
- **Dessert:** Choose one (1) Dessert for all guests
- **Wedding Toast:** Sparkling House Champagne or Apple Cider toast for all guests in attendance

First Course Options

Select one (1) for all guests

Roasted Butternut Soup

Sage, Pepitas, Crème Fraîche

Potato Leek Soup

Onion, Melted Leeks, Garlic, Cream

Caesar Salad

Wedge of Romaine, Shaved Locatelli, Heirloom Cherry Tomato, Herb Croutons, House-Made Caesar Dressing

Bibb and Bleu Salad

Chopped Bibb Lettuce, Wine Poached Pears, Crumbled Bleu Cheese, Candied Pecans, Champagne Vinaigrette

Goat and Berries Salad

Mixed Leaf Greens, Strawberries, Blueberries, Shaved Red Onion, Crumbled Goat Cheese, Pistachios, Roasted Shallot Vinaigrette

Caprese Salad

Vine Ripe Red Tomato, Fresh Sliced Mozzarella, Micro Basil, Balsamic Reduction, Extra Virgin Olive Oil

Mixed Greens Salad

Arcadian Mixed Greens, Toybox Tomato, Shredded Carrots, Shaved Radish, Cucumber, Balsamic Vinaigrette

Dessert Options

Select one (1) for all guests

Subtract \$10 per person if using outside Wedding
Cake (Cake liability form needed)

Red Raspberry

Red Velvet Cake, Fresh Raspberries, Cream Cheese

Blackout

Chocolate Biscuit, Dark Chocolate Mousse, Cocoa Nib Crumble (GF)

Strawberry Crunch Dome

White Chocolate Mousse, Strawberry Gelée, Shortbread

Banoffee

Banana Hazelnut Torte, Caramelized Bananas, Toffee Sauce

Pistachio

Pistachio Mousse, Feuilletine, Fresh Berries

Wedding Menus

Second Course Options – Tier 1 \$105** Per Person

Preselected quantities – maximum of two (2) Entrée choices

Red Wine Braised Short Rib

Smashed Red Potatoes, Roasted Root Vegetables,
Red Wine Demi-Glace

Citrus Poached Cod

Mediterranean Couscous, Roasted Cherry Tomato, Dill Butter

Lemon Herb Roasted Chicken

Creamy Mashed Potatoes, Roasted Haricot Verts,
Charred Cherry Tomato, Chicken Jus

Second Course Options – Tier 2 \$118** Per Person

Preselected quantities – maximum of two (2) Entrée choices

Grilled Petite Filet of Beef

Whipped Corn, Seasonal Herb Roasted Vegetables,
Red Wine Reduction

Soy Glazed Sea Bass

Jasmine Rice with Coconut, Sweet Baby Peppers, Mushrooms,
Pineapple Salsa

Seared Chicken Breast

Whipped Sweet Potatoes, Roasted Brussels Sprouts,
Cherry Balsamic Reduction

Second Course Options – Tier 3 \$130** Per Person

Preselected quantities – maximum of two (2) Entrée choices

Herb Marinated Filet

Rosemary Potato Puree, Tricolor Carrots, Jus

Spinach and Artichoke Stuffed Chicken

Chive and Parmesan Polenta Cake, Chefs Choice of
Seasonal Vegetable, Roasted Garlic Cream

Pan Seared Salmon

Parsnip Puree, Lemon Scented Haricot Verts, Shallot Jam

Duet Upgrade Enhancements

Jumbo Prawns Add \$10** Per Person

Lobster Risotto Add \$15** Per Person

Preferred Vendors

Florists

Avant-Garde
avant-gardestudio.com
602.252.1685

Flowers by Jodi
flowersbyjodi.com
602.264.6932

Inspired Environments
(formerly Petal Pusher)
azinspiredenvironments.com
623.337.4868

Table Tops Etc.
tabletopsetc.net
602.451.4360

White House Design Studio
whitehouseflowers.com
602.957.0186

Hair & Makeup

Makiaj Beauty
makiaj.com
480.444.8644

Live Music, DJ Entertainment & Photo Booths

Allegro Quartet
allegroquartet.com
480.948.1866

Desert House Productions
deserthouseproductions.com
602.790.2241

DJ Nate Murray
djnatemurray.com
480.999.0025

Instant Classics Band
theinstantclassics.com
602.570.9739

Shining Star Band
shiningstarband.com
602.370.6928

SKM Entertainment
skmentertainment.com
480.423.1114

Snapbooth
snapbooth.com
480.540.6238

VeeRonna Ragone
vharp.com
480.241.7249

Photographers

Elyse Hall Photography
elysehall.com
480.206.4620

Jonathan Allison Photography
jonathanallisonphotography.com

Laura Segall Photography
segallphotography.com
602.354.2509

Peter Jordan Photography
peterjordanphoto.com
602.258.9466

Specialty Linens, Chairs & Décor

A to Z Party Rents
a-zparty.com
602.955.5100

Avant-Garde
avant-gardestudio.com
602.252.1685

Bright Event Rentals
bright.com
602.232.9900

Classic Party Rentals
classicpartyrentals.com
602.232.9900

Event Rents
eventrents.com
602.516.1000

Southwick Linens
southwicklinens.com
480.699.8891

Party People Rentals & Sales
partypeoplerentals.com
602.264.0062

Transportation

The Driver Provider
driverprovider.com
602.453.0001 | 800.700.2687

Transtyle
transtyle.com
480.948.6131

Videography

Serendipity Cinematography
serendipitycinema.com
602.699.5509

Wedding Cakes & Desserts

Honeymoon Sweets
honeemoonsweets.com
480.517.9520

Paula Jacqueline
Cakes and Pastries
ladolcepesca.com
480.737.8676

Wedding Coordinators

A Day to Cherish
adaytocherishweddings.com
623.810.7091

Ashley Gain Wedding and Events
ashleygain.com
317.985.6210

Imoni Events
imonievents.com
480.254.0555

Outstanding Occasions
outstanding-occasions.com
480.478.0079

FAQ'S

What is a minimum revenue guarantee?

The Minimum Revenue Guarantee (MRG) is the contracted minimum amount required to spend for your event to secure the selected venue and is derived from your food and beverage and/or room rental. Guest rooms, service charges, sales tax, audio/visual, labor charges or other miscellaneous changes do not contribute to the Minimum Revenue Guarantee and does not imply the total cost of your event.

What is your guarantee policy?

Final guarantee of attendance is due (3) full business days prior to your event, and must be submitted in writing to your Catering Manager by 11:00 AM local time. Once received, this number may not be reduced, even if the number of guests served is less than guaranteed. You are financially responsible for the difference. If the number of guests served exceeds the guarantee, you will be charged accordingly, and if this difference exceeds your 3% over prep, guest may be served alternative menus based on availability, which may delay service.

Are there any additional charges I should be aware of?

All banquet staff, with the exception of bartenders and carving/station attendants, are included with your package. One (1) bartender will be provided for every one hundred (100) guests at a rate of \$195 per bartender, plus tax. Sheraton Phoenix Downtown reserves the right to determine the number of staff required for each event. The hotel may apply additional labor charges for any extraordinary requests that require additional staff.

Do we need to pay a deposit?

Yes, a deposit schedule will be outlined in your catering agreement. An initial non-refundable deposit equal to 25% of your Minimum Revenue Guarantee is due upon signing. There will be additional deposits totaling 100% of the Minimum Revenue Guarantee and a final deposit based on the remaining estimated balance, which is due (3) business days prior to your event when you finalize your guest count.

May we bring some of our own food and beverage?

Yes, however, due to licensing requirements and quality control purposes, all food and beverage must be supplied and prepared by the Sheraton Phoenix Downtown Hotel and Staff and may not be removed from property. Ask your Sheraton Catering Team about special food or beverage requests.

What is the difference between a cash bar and a hosted bar?

If you choose a cash bar, your guests pay for each drink they order. If you choose a hosted bar, you are charged for each drink ordered and those charges are applied to the Master account.

What are Marriott Events Bonvoy points?

Bonvoy Events points are similar to frequent flyer miles and can be redeemed at all Marriott properties for overnight stays, flights, merchandise or for special life experiences. Bonvoy Events points are awarded two (2) points for every \$1 USD net dollars spend on food, beverage, and room rental.

Can we arrange a block of guestrooms for our guests?

Yes, specially negotiated room rates may be available for you and your guests, based on hotel availability. Ask your Sheraton Wedding Specialist about potential room blocks.

Do you offer parking?

Yes, self and valet parking is available at the hotel. Prices are currently \$30 for overnight self parking, and \$40 for overnight valet parking (pricing subject to change without notice). For your guests that are not staying overnight at the hotel, please contact your Sheraton Wedding Specialist for information regarding special discounted day-of event parking.

FAQ'S

What about vendors and décor companies?

You are welcome to use 3rd party vendors and décor companies for your special event, provided that the vendors meet the minimum standards established by the Sheraton Phoenix Downtown. This will require your 3rd party vendors to provide the Hotel an indemnification agreement and proof of insurance. Ask your Sheraton Catering Team about special food or beverage requests.

Do we need a wedding planner?

Due to the detailed nature of the event, we highly recommend hiring a professional wedding planner especially for weddings over 150 guests. Please connect with your Sheraton Phoenix Downtown Wedding Specialist for assistance if you do not have a wedding planner. You will be required to designate a liaison between you and the hotel to assist in coordinating the all details of your event, and serve as your point of contact for all day-of event needs, questions or follow ups.

What is the role of the Sheraton Wedding Specialist?

Our catering team will assist you with the menu consultation for all food and beverage selections, conduct your cake and menu tasting, create the banquet event orders that detail the event logistics, create an estimate of charges outlining your financial commitment, prepare floor plans of your event space, assist with the couple's room reservations, oversee the reception set-up, coordinate with your 3rd party vendors and other hotel operations, act as an on-site liaison between your vendors and hotel operations staff, ensure a seamless transition to the hotel Banquet Captain once the grand entrance has occurred and review your banquet checks for accuracy, prior to the completion of the final bill.

Do you offer specially-priced children's menus?

Yes, children's meals can be provided at a reduced menu price, plus tax and service charge and are designed for children between the ages of 4-12 years old. Ask your Sheraton Wedding Specialist for details and pricing.

How does the package pricing work?

All hosted food and beverage are subject to a 25% taxable service charge and 8.6% sales tax, which is subject to change. Included in the service charge is a gratuity of 14.75%, which is distributed to banquet staff. The remainder of the service charge is retained by the hotel.