The Cattle Barn
12 Month Wedding Checklist

You have chosen The Cattle Barn. Use this timeline to plan your wedding here. Check each task, or mark it not applicable. Contract deadlines take priority over suggested timing.

Wedding date _____ Planning lead _____

Twelve to nine months before

Build your celebration at The Cattle Barn and book your priority wedding vendors.

☐ **01 Set your budget and priorities**
Agree who contributes, choose your priorities, and allow for tax, vendor costs, rentals, and unexpected expenses.

☐ **02 Build the first guest list**
Estimate adults, children, and accessibility needs; your guest count guides the venue layout and overall spending.

☐ **03 Schedule a planning visit with Nancy**
Walk your chosen spaces and discuss the barn, arbor, patios, getting ready, parking, and guest comfort.

☐ **04 Review your Cattle Barn agreement**
Record your wedding date, deposit, payment deadlines, cancellation terms, and booking status in your shared planning calendar.

☐ **05 Record your agreed rental access window**
Match setup, rehearsal, celebration, cleanup, and vendor collection to your specific rental arrival and departure times.

☐ **06 Plan space for every guest**
Allow for 199 indoors and 400 outdoors; discuss tents and a complete weather alternative with Nancy.

☐ **07 Choose who coordinates the wedding**
Name your planner, hired coordinator, or family lead; confirm responsibilities instead of assuming venue coordination is included.

☐ **08 Book your own caterer**
Compare itemized proposals covering food, staffing, equipment, service, vendor meals, cleanup, and the deadlines that affect planning.

☐ **09 Choose photography and video coverage**
Confirm coverage hours, image delivery, portrait priorities, and whether travel or extra staff affect the quoted price.

☐ **10 Book your officiant**
Confirm availability, ceremony planning, rehearsal involvement, and who will handle the completed marriage documents after your ceremony.

☐ **11 Book music and emcee services**
Confirm ceremony sound and reception coverage; DJ and emcee duties need coordination with your overall wedding organizer.

☐ **12 Choose attire and fitting dates**
Check realistic delivery and alteration schedules before ordering; choose available alternatives if your planning window is shorter.

Eight to five months before

Arrange guest travel and build the services and details around your priorities.

☐ **13 Invite your wedding party and helpers**
Explain the roles, expected costs, preparation schedule, and tasks each person is comfortable taking on for you.

☐ **14 Give guests early travel notice**
Share the confirmed date, Cle Elum location, and wedding website so traveling guests can plan their arrangements.

☐ **15 Arrange nearby lodging and your own stay**
The Ranch House is for getting ready, not overnight lodging; check accommodation availability, booking terms, and deadlines.

☐ **16 Arrange camping with Nancy if wanted**
RV/trailer sites with electrical hookups cost $30 per night; tent and dry RV/trailer sites cost $10 per night. Arrange sites with Nancy.

☐ **17 Plan transport and accessible arrival**
Discuss parking, drop-off, accessible routes, and safe return transport; book any shuttle service your guest plans require.

☐ **18 Choose flowers and practical decorations**
Use the ranch setting as your starting point; confirm installation, attachment, lighting, and removal arrangements before ordering.

☐ **19 Order dessert and service supplies**
Confirm delivery, storage, serving staff, cake cutting, plates, and utensils so dessert service has no missing pieces.

☐ **20 Book hair and makeup if wanted**
Arrange trials, the number of people served, travel charges, and a preparation schedule that fits venue access.

☐ **21 Check inventory and reserve extra rentals**
Tables and chairs are included; confirm quantities and layouts with Nancy before ordering linens, tableware, or extras.

☐ **22 Prepare invitations and the reply system**
Choose paper or digital invitations; set replies early enough for your caterer and rental suppliers' final deadlines.

☐ **23 Choose rings and optional personal details**
Allow time for sizing; decide whether registries, favors, gifts, or honeymoon plans belong within your agreed budget.

☐ **24 Check official marriage license requirements**
Verify current application, timing, identification, officiant, and return requirements with the issuing county; calendar the necessary steps.

Four months to three weeks before

Turn your ideas into agreed layouts, schedules, and responsibilities.

☐ **25 Send invitations and track guest needs**
Send with enough travel notice; collect replies, meal choices, allergies, and accessibility requests before supplier deadlines arrive.

☐ **26 Finalize menu and meal service**
Confirm portions, dietary needs, service flow, vendor meals, drinks, and who handles leftovers and food cleanup afterward.

☐ **27 Confirm alcohol and insurance arrangements**
Ask Nancy about service, permits, insurance, and any proof required; record the agreed responsibilities and due dates.

☐ **28 Build the seating and weather layouts**
Use the barn drawing with Nancy; keep guest routes clear and confirm tent installation and removal windows.

☐ **29 Write the ceremony and select music**
Agree vows, readings, processional order, announcements, and music choices with your officiant and entertainment team in advance.

☐ **30 Create one shared wedding schedule**
Connect preparation, vendor arrivals, ceremony, portraits, dinner, dancing, and pickups; name who approves changes during the celebration.

☐ **31 Plan sound and decoration restrictions**
Outdoor music ends at 10 p.m. Indoor music may continue past that time. Fireworks, sparklers and pyrotechnics are prohibited throughout the property. Flameless LED candles are allowed.

☐ **32 Confirm rehearsal arrangements and dinner plans**
Friday access includes setup and rehearsal; confirm other rentals' arrangements and any rehearsal dinner plans with Nancy.

☐ **33 Organize the Ranch House preparation plan**
The Ranch House kitchen includes a microwave, refrigerator and electric range for the wedding party’s use on the day of the event. All other kitchen use requires approval from The Cattle Barn management. Coordinate people, belongings and cleanup.

☐ **34 Arrange your dog's role if applicable**
Obtain Nancy's agreement for your own dog, appoint a handler, and remind guests to leave pets home.

☐ **35 Plan children and guest comfort**
Discuss supervision, seating, shade, layers, footwear, and special needs with families; assign practical help where guests need it.

☐ **36 Confirm portrait groups and personal preparations**
Give your photographer a short group list and helper contact; complete fittings and check shoes and accessories.

Final two weeks through departure

Meet any earlier contract deadlines first; use this page to check final readiness.

☐ **37 Close replies and submit final counts**
Follow up missing replies and send guest, meal, allergy, and vendor meal counts by each contracted deadline.

☐ **38 Reconfirm every vendor and remaining payment**
Check arrival locations, contacts, balances, equipment, pickup times, and responsibilities; settle payments whenever your individual agreements require.

☐ **39 Share the final plan with helpers**
Give Nancy, vendors, and your coordinator the same current schedule, layout, contacts, and clearly assigned decisions beforehand.

☐ **40 Review weather and road conditions**
Check forecasts, heat, wind, smoke, and travel; confirm who activates the backup plan and communicates changes promptly.

☐ **41 Pack labeled supplies and essential documents**
Gather rings, license, attire, personal items, decorations, and repair supplies; label containers and assign their transport clearly.

☐ **42 Complete the final walkthrough and rehearsal**
Confirm access, setup, parking, sound transition, and ceremony positions; rehearse at the agreed time within your rental.

☐ **43 Hand event decisions to your coordinator**
Let the agreed lead handle vendors and timing while you prepare; keep a trusted contact available for questions.

☐ **44 Enjoy the ceremony and reception**
Keep rings and documents with responsible people; allow time to eat, greet guests, and enjoy the celebration together.

☐ **45 Manage the evening and camper arrivals**
Outdoor music ends at 10 p.m. Indoor music may continue past that time. Have your assigned helper follow Nancy's camping and arrival arrangements.

☐ **46 Finish cleanup within your rental window**
Assign gifts, belongings, trash, rental returns and final checks. Return the space clean and chairs and tables to their original or designated locations one hour before the scheduled contract end. Complete departure and collections within the access window. Read the venue requirements below for waste, decorations and late-departure charges.

☐ **47 Follow through after the wedding**
Confirm document return with your officiant, settle remaining obligations, thank guests and helpers, and collect photographs when ready.

☐ **48 Keep your plans and memories organized**
Store contracts, receipts, guest notes, and photo delivery details together; return borrowed items and handle any outstanding follow-up.

Questions for Nancy (509) 304-9050 | Venue arrangements belong in your written agreement.

Venue requirements and rental policies

Use these owner-approved requirements with your signed agreement. They supplement the planning tasks above; the signed contract sets out your event arrangements.

Rental periods

Friday/Saturday: Friday noon to Sunday 8 a.m., $6,950 plus Washington sales tax. Sunday/Monday: Sunday 10 a.m. to Monday 10 a.m., $3,950 plus Washington sales tax. Midweek Two-Day Rental: setup day 4 p.m., event the next day, departure 8 a.m. the following morning, $3,950 plus Washington sales tax. Midweek One-Day Rental: 4 p.m. arrival to 8 a.m. the next morning, $2,950 plus Washington sales tax.

Booking and payments

Your date is secured only after The Cattle Barn receives your signed contract and a date-hold deposit of 50% of the rental rate plus sales tax, and The Cattle Barn countersigns the contract. The deposit is refundable through January 1 of the event year, less a $500 booking fee; it becomes nonrefundable on January 2. The balance is nonrefundable and is due 120 days before your event, together with the refundable $500 damage deposit and sales tax as stated in the contract. If the balance is not paid on time, The Cattle Barn may cancel the reservation without refund and rebook the facility. Damage, additional cleaning and other additional costs are deducted from the damage deposit first; the renter is responsible for any amount exceeding it. Payments may be made by cash or check. Payments and correspondence should be directed to The Cattle Barn, 1890 Nelson Siding Road, Cle Elum, WA 98922.

Insurance

Public liability and personal property damage insurance are required at the renter’s expense, with proof due 30 days before the event. The contract requires at least $1 million in single-limit liability coverage and $2 million in general aggregate coverage, naming both St. Eligius, LLC and The Cattle Barn, LLC as additional insureds. If alcohol is served, liquor liability coverage is required. Established catering services may use their license and insurance to cover this liability as provided in the contract. Provide the alcohol permit required by the contract 30 days before the event. Caterers and other vendors must provide their insurance certificates and catering licenses as required by the contract at least 30 days before the event, identifying both entities. Failure to provide the required insurance may result in cancellation without refund under the contract.

Tents

Tents are required to be approved by the Cattle Barn management. If tents are allowed, they must be removed by 8 am the day after the event. Example: if the event is on Saturday the tent must be removed by 8 am on Sunday morning. Any extension must be approved by the Cattle Barn management.

Ranch House

The Ranch House kitchen includes a microwave, refrigerator and electric range for the wedding party’s use on the day of the event. All other kitchen use requires approval from The Cattle Barn management. Obtain approval before rearranging furnishings in The Ranch House. Upper floors and overnight stays are not available.

Camping

RV/Trailers are $30 per night with electrical hookup only. There are 10 RV/Trailer sites available. Camping tent sites and Dry RV/Trailer sites are $10 per night. The renter is responsible for all camping fees. Campers may pay their own fees using the collection box on the red storage building behind the RV camping area. Any unpaid camping fees remain the renter’s responsibility.

Patios and parking

The Cattle Barn patios are reserved for pedestrian traffic, dancing and catering operations. Vehicles are not permitted on the patios. Provide individuals to manage parking and keep emergency access clear.

Music

Outdoor music ends at 10 p.m. Indoor music may continue past that time.

Cleanup and departure

Your rental window includes setup, deliveries, cleanup and removal of your belongings and equipment. Return the venue to the same clean condition in which you received it, and return all chairs and tables to their original or designated locations, one hour before the scheduled end time stated in your contract. Rental equipment must be removed immediately following your event, and all loading and unloading must take place within your agreed access window. For Friday–Sunday morning rentals, the venue must be vacated, cleaned and restored by 8 a.m. Sunday. The contract provides a minimum $1,000 charge plus $250 per hour for late checkout and staff cleaning. Sunday–Monday checkout is 10 a.m. Monday; the contract provides a $100-per-hour late-departure charge. Charges are deducted from the damage deposit first, with any excess owed by the renter.

Trash and waste

Place event and restroom trash in tied, non-overfilled garbage bags in the designated dump trailer. Flatten all boxes and remove all litter from the grounds, including biodegradable materials. Caterers and vendors must remove their own trash, food and kitchen waste and may not use the venue's garbage facilities for that waste.

Decorations and flame restrictions

Obtain approval before rearranging venue furnishings in The Ranch House. Do not use nails, screws, staples, other penetrating items, tape or glue on buildings, structures or the arbor. Do not throw or scatter glitter, plastic or fabric petals, foil, confetti, rice or similar small materials. Candles, sparklers and open flames are prohibited; LED candles are allowed. Fireworks and pyrotechnic devices are prohibited throughout the property. Fire pits are not permitted.

Winter

Salt and snowmelt products are prohibited because they can damage the barn floors, patios and Ranch House floors. The Cattle Barn will supply sand upon request. Winter conditions may include snow and ice; renters are responsible for planning for their own and their guests' safety. Damage caused by prohibited materials is charged to the renter.

Staffing and written services

Your rental is for use of the facility. Event staffing, assistance and event management are not included unless expressly agreed to in a written attachment to your contract. The renter is responsible for managing the event and coordinating guests, vendors, deliveries and collections. Venue staff may not be on site throughout the event. Additional services beyond the facility rental must be described in a written agreement signed by both parties and attached to the rental contract. Confirm your event arrangements in your signed agreement and any signed attachments.

Ownership

St. Eligius, LLC owns the ranch property and buildings. The Cattle Barn, LLC is a separate entity that operates the event facility. Nancy is the owner and manager of The Cattle Barn, LLC operations.

Conduct

The venue is drug-free. Smoking is permitted only at the designated smoking area and is prohibited inside the barn and associated buildings. Renters and guests must behave considerately. Under the contract, management may end the rental and remove guests for disorderly conduct, disparaging remarks or physical violence, without refund of event charges or the damage deposit. Keep people out of landscaped areas and direct children's play to grass areas.

Cameras and personal belongings

The facilities are protected by recording video cameras. Venue representatives may enter the premises during your event. Please arrange for your belongings to be collected before departure. The Cattle Barn does not accept responsibility for personal effects or possessions left on the premises during or after an event.

Contract provisions

The Cattle Barn is a working cattle and horse ranch with associated risks. The rental contract contains provisions addressing responsibility for guests, liability, indemnification, damage, collection costs and contract enforcement, including attorney fees and costs. Please review the complete agreement before signing.