



CLIENT

Planning Guide

KELLEY FARM

Contents

3	CLIENT CHECKLIST
4	MEET THE TEAM
5	PLANNING TIMELINE
6	FREQUENTLY ASKED QUESTIONS
7	TABLE & LINEN GUIDE
8	AVAILABLE DECOR & ADDITIONAL ITEMS
9	CANDLE GUIDELINES
10	PARTNER & PREFERRED VENDORS
11	REHEARSAL PLANNING
12	BARN & INTERIOR MEASUREMENTS
13	SAMPLE TIMELINE
14	PLANNING YOUR BAR
14	DRIVING DIRECTIONS & LODGING
15	AV INFORMATION [PROJECTOR/AUDIO]
16	WEDDING PLANNING CHECKLIST
17	PLANNING & PRODUCT LINKS



STEPS TO A SUCCESSFUL PLANNING JOURNEY WITH KELLEY FARM

Client Checklist

Your wedding date is secured, yay! We are so happy that you are here and have trusted us to share such an important time in your life! The following steps will ensure that your expectations are met throughout the planning process with Kelley Farm. Please feel free to reach out with any questions!

- IMPORTANT!** Add the following email addresses to your email contacts or 'safe' list to ensure that you are receiving time sensitive correspondence.
 - info@thekelleyfarm.com - automated reminders will arrive from info@thekelleyfarm.com
 - devans@thekelleyfarm.com - Sales Manager
 - danielleb@thekelleyfarm.com - Administration & Marketing Manager
- Visit our [CLIENT RESOURCES PORTAL](#) for planning documents, sample layouts, and links.
- Visit our [PHOTO GALLERY](#) for design, photo and decor inspiration.
- Have FUN and enjoy this magical time! We are here to assist as much as possible throughout your planning journey!

COMMUNICATION

EXPECTATIONS

Contact Details

✉ info@thekelleyfarm.com

Email is the best way to contact us as we are often meeting with clients, returning phone calls, and/or onsite assisting with events and unable to answer as easily as we can respond to an email.

☎ +253-766-5959

PLEASE NOTE: Response times are faster via email as we are often onsite assisting with events/between meetings and are unable to answer or initiate a phone call.

General Admin Hours

📅 Mon - Thur 9:00 am- 2:00 pm

Friday 9:00 am - 12 pm

Office hours vary. Evenings are reserved for tours & meetings.

Response Time

🕒 24 - 48 Business Hours

We strive to answer all emails within 24 hours during office hours, however, this is not always possible during our peak season!

MEET THE TEAM

Heidi Carroll

Sales & Event Manager

☎ 253.766.5959 [direct]

✉ heidic@thekelleyfarm.com



Heidi's passion for weddings and events extended beyond her work at Kelley Farm; it became a calling she embraced wholeheartedly after helping her mom begin a wedding rental company in 2011. Working with and getting to know clients is something she deeply enjoys. Her dedication to ensuring each client's special day was nothing short of perfect earned her a reputation for excellence in the industry. Heidi always finds time to reconnect with nature, her cherished escape from the bustling world of event planning. The serenity of mountain trails and paddleboarding revitalizes her spirit, the warmth of the sun is her constant companion, a source of energy and joy that fuels her spirit.



Clare Jasmer

Site Operations & Maintenance Manager

Clare works diligently behind the scenes to guarantee the impeccable appearance and seamless operation of our venue. She pays meticulous attention to every detail, ensuring that each event is genuinely enchanting. With a versatile skill set that includes painting, interior design, and coffee shop management, Clare contributes a unique blend of creativity and practicality to our team. Her commitment extends beyond our event spaces; she is also the driving force behind our farm, tending to our animals with the same passion she devotes to each event. When she's not on duty, Clare cherishes family time and embarks on adventurous motorcycle trips. Clare's invaluable expertise and unwavering dedication are evident in the beauty of the venue.

[Click here to see our full staff list including Venue Hosts](#)

PLANNING *Timeline*

WHILE DUE DATES MAY SEEM FAR OFF, PLEASE FEEL FREE TO CONTACT US ANYTIME TO BOOK A PLANNING MEETING!

90 DAYS BEFORE YOUR EVENT DATE

PROVIDE YOUR CHOSEN PARTNER CATERER.

60 DAYS BEFORE YOUR EVENT DATE

FINAL PAYMENT, DAMAGE DEPOSIT, BANQUET PERMIT (IF APPLICABLE), AND INSURANCE ARE DUE.

- You will receive a payment link for the Damage Deposit and Final Payment Due via Tripleseat.com.
- You will receive a separate email with step-by-step directions to purchase your insurance policy through eventinsurancenow.com. We do require that policies be purchased through our broker.
- Banquet Permits are purchased through the [WA State Liquor and Cannabis Board website](#).

45 DAYS BEFORE YOUR EVENT DATE

FINAL DETAIL MEETING AND REHEARSAL SCHEDULING.

- An automated email will be sent to you to schedule 45 days prior to your event date. This meeting should take place at least 21 days prior to your event date (the sooner the better!) and allows for us to properly staff and be prepared for your event. We will create your personalized venue layout at this meeting and will share it with your caterer.
- Per the contract, your rehearsal cannot be confirmed until you are within 30 days of your event date will be based on availability. Due to our busy event schedule, rehearsals are often held Mon-Wed. As a reminder, the rehearsal is treated as an additional hour to your contract and is billed at \$200/hour.

14 DAYS PRIOR TO YOUR EVENT DATE

ONSITE CONTRACTED HOURS CONFIRMED.

For scheduling purposes, we must have all contracted hours confirmed at this time. After this deadline, additional steps to ensure availability and staffing are required.

48 HOURS BEFORE YOUR EVENT

VENUE LAYOUT FINALIZED.

This includes seating chart updates, changes to the layout and guest numbers, as well as the decision to move indoors due to inclement weather. If a decision for inclement weather is not confirmed 48 hours prior to your contracted start time the venue will make the final decision. We will reach out within 7 days of your event to confirm all last-minute details or updates!

YOUR EVENT! - LET' S CELEBRATE!

30 DAYS AFTER YOUR EVENT

DAMAMGE DEPOSIT REFUND + LOST & FOUND

- The damage deposit refund will be applied to the same card it was originally paid on (check payments will be mailed). Per the contract, the damage deposit will be processed within 30 days of the event date.
- Due to very limited storage at the venue, found items will only be held for 30 days. Please contact us immediately if you believe that you may have left an item onsite.

Frequently Asked Questions

Scheduling a Planning Meeting

We love to meet with you throughout your journey to ensure that you are fully prepared for your event, however, we cannot accommodate drop in meetings. To schedule a time to meet at Kelley Farm, please reach out and we will prioritize your need!

When are we able to schedule our rehearsal? - See Pg. 7 - Rehearsal

Venue host duties

While the Kelley Farm staff is available to answer questions during your planning journey and as an extra set of hands on the day of your event, we do not play the role of your wedding planner or day of coordinator. Venue hosts are primarily onsite to tend to the needs of the venue and answer any questions that may arise. While they may be able to assist with set-up needs in their available time, there are duties that they will need to tend to throughout the day/night. We ALWAYS recommend that you hire a wedding planner and/or day of coordinator to assist with your timeline and manage your special day! Wedding Planner recommendations can be found on our Preferred Vendor List [Pg. 6]. Kelley Farm does not require a wedding planner or day of coordinator.

Send off & candle restrictions

We welcome bubbles! Candles can be used in hurricanes, votives or other containers as long as the container is higher than the flame. Flower petals may be used but will need to be swept up prior to the end of the night [no synthetic flower petals are permitted outdoors]. Fireworks of any kind including sparklers and smoke bombs, confetti, glitter, synthetic rose petals, and rice are not permitted. See our post about sparkling alternatives!

Pet policy

Unless they are certified as service animals, pets are limited to 'guests of honor', only. Exceptions are based solely on the relationship of the pet to the client (i.e. a close family member owns the dog but the couple would like for it to be incorporated into the ceremony). Only service animals are permitted inside the barn while food is being served. Unattended dogs must be kenneled.

Inclement Weather

We require 48 hours without precipitation prior to your event and a dry event date to accommodate outdoor lawn setup. Should the skies decide to be less cooperative, rest assured—our elegant barn or our charming patio offers an equally captivating backdrop for your ceremony. A "Plan B" will be thoughtfully discussed and confirmed with you during the week leading up to your event, should we notice any chance of rain on the horizon. We'll make a final decision 48 hours prior to your celebration, allowing our dedicated team ample time to tailor the setting to your vision.

How do we add a tent to the patio for additional coverage?

Tents are permitted on concrete areas of the property only. We do not allow tents on our grass. We are happy to assist you with the coordination of renting a tent for additional coverage. Our preferred tent provider is CORT Party Rental.

TABLES

The below tables are available to you on the day of your event.

Linen is not included and is typically provided through your caterer, however, this guide will assist you if you prefer to purchase your own.

[For a full list of available decor and tables CLICK HERE](#)



60" Round
Seats 8-10
30 Available

Linen:

120" Round Drops to Floor
90" Round (15" drop)

Used for:

Guest seating



48" Round
Seats 4-6
2 Available

Linen:

108" Round Drops to Floor
90" Round (21" drop)

Often used for:

Sweetheart table, cake table, guest book table



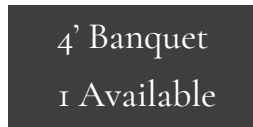
48" 1/2 Round
Seats 2
1 Available

Linen:

108" Round Drops to Floor + Puddles
90" Round (21" drop)

Often used for:

Sweetheart table



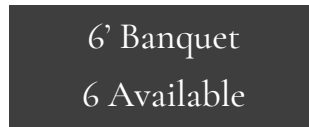
4' Banquet
1 Available

Linen:

90 x 132 Drops to Floor
will puddle a bit on the sides
60 x 102 (15" drop)

Often used for:

sweetheart table, cake table .



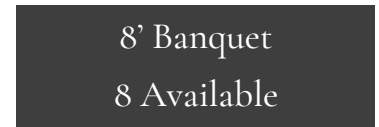
6' Banquet
6 Available

Linen:

90 x 132 Drops to Floor
60 x 120 (15" drop)

Often used for:

head table, sweetheart table,
dessert table, gift table, DJ table, etc.



8' Banquet
8 Available

Linen:

90 x 156 Drops to Floor
72 x 120 (15" drop)

Often used for:

Buffet tables, head table, gift table,
dessert bar, etc.

SPECIALTY TABLES

Click titles to view a photo of each item

Patio Cocktail Tables

Height: 42"
28" x 28" (Square)
9 Available
Outdoor Only

Cocktail Tables

Height: 42"
32" Round
10 Available
Linen: 120" Round

Log Table

Height: 25"
Diameter: 3.5ft
1 Available
No linen needed

Barrel w/Top

Height: 35"
Diameter: 3ft
2 Available
No linen needed

Barrel Dessert Bar

Height: 35"
8ft x approx. 2ft
1 Available
No linen needed

AVAILABLE

decor and additions

TABLES & SEATING

Standard Guest & Event Tables for up to 300 Guests	Included with rental
<u>28" Square Copper Top Rustic Outdoor Cocktail Tables</u> [outdoor only] - 9 available	Included with rental
<u>32" Round Cocktail Table</u> - 10 available, requires linen	Included with rental
<u>Log Table</u>	Included with rental
<u>Mobile Bar</u>	Included with rental
<u>300 Standard White Folding Garden Chairs</u>	Included with rental
<u>8ft Farm Table*</u>	\$150
<u>Vineyard Crossback Chair*</u>	\$13/chair
<u>Chiavari Chair*</u>	\$11/chair
<u>Acrylic Ghost Chair*</u>	\$18/chair

DECOR & SPECIALTY ITEMS

<u>Wooden Arbor</u>	Included with rental
<u>Wooden Ceremony Podium</u>	Included with rental
<u>Wooden Altar/Ceremony Table</u>	Included with rental
<u>Wooden Ceremony Pillars</u> - 2 available	Included with rental
<u>Wine Barrel</u> - 6 available	Included with rental
<u>Wooden plank dessert/appetizer bar</u> - utilizes 2 of the 6 available wine barrels	Included with rental
<u>Wooden Standing Cross</u> or <u>Copper Hanging Cross</u>	Included with rental
<u>High Chair[s]</u> - 2 available	Included with rental
<u>Curated Table & Centerpiece Decor Packages</u> [see details]	\$1000-\$1910
<u>14 ft Drapes White or Ivory</u> [Front/Back Barn Doors]	\$50 per pair/door
<u>12 ft White Drapes</u> [Side Ceremony Panels]	\$50 per pair/section
<u>Platform/Stage</u>	\$150

TENTING & COOLING

40x30 Tent Rental with walls, lighting, & heaters*	\$4,500-\$5,150
40x50 Tent Rental with walls, lighting, & heaters*	\$7,000-\$7,900
40x50 Clear Premium Tent Rental with walls, lighting, & heaters*	\$9,636
Cooling Units [Evaporative Cooler for Barn / Misting Fan for Patio]*	\$249/each

*Delivery fee required & sales tax. Prices subject to change

CANDLE GUIDE

All open flames must be safely encased within a votive, hurricane glass, or lantern for your event's safety. Taper candles are welcome, provided they are enveloped in a hurricane glass with the flame positioned below the top edge of the vessel.

See contract section 9.7. Candles, Flames, Fireworks. Due to local fire codes and the flammable nature of the grounds, all candles must meet International Fire Code 308.3.7.



✓ *Flames are contained & below the rim of the hurricane or votive*



✗ *Candle/flame is not contained or is above the rim of the hurricane or votive*

OUR Partner & Preferred Vendors

Discover our curated selection of vendors, who not only offer unparalleled services but are also intimately familiar with our venue, ensuring a seamless and stress-free celebration on your special day

PARTNER CATERERS/BARTENDERS*

[Act 3 Catering](#)

[Cascadia Pizza Co.](#)

[Gallucci's Catering](#)

[Mama Stortini's Catering](#)

[Occasions Catering](#)

[Snuffin's Catering](#)

[Table 47](#)

[The Vault Catering](#)

PARTNER SPECIALTY BARTENDERS*

[Bar Boss](#)

[Beviamo Tap Truck](#)

[Tipsy Taps](#)

[Tipsy Trailer](#)

**No outside food or bar service is permitted*

BEAUTY

[Hair by Shay Brown](#)

[Luxe Artistry Seattle](#)

[Shalonda Peguero](#)

DESSERTS

[Aha Sugar Co.](#)

[Cake & Crumble - Secretly Gluten Free](#)

[Celebrity Cake Studio](#)

[Street Treats](#)

[Wanna Cupcake](#)

DRESS

[I Do Bridal](#)

[New Beginnings Bridal Studio](#)

DECOR & EVENT RENTALS

[CORT Party Rental](#)

[Something to Chalk About](#)

[SweetWater Events & Rentals](#)
Wedding planning services available

[Vintage Ambiance](#)

ENTERTAINMENT

[Deejay DW- DW Entertainment](#)
Photobooth services available

[Tony Schwartz](#)
Photobooth services available

HOTEL

[The Hampton Inn - Puyallup](#)

[The Marriott - Downtown Tacoma](#)

FLORAL & DESIGN

[SweetWater Events & Rentals](#)
Wedding planning services available

[Paisley Petals](#)

[Loveleigh Blooms](#)

[The Enchanted Florist](#)

OFFICIANT

[Another One Ties the Knot](#)

[Rev. Ray Van Winkle & Associates](#)

PHOTO BOOTHS

[Tipsy PIX](#)

[Shutterbus Co.](#)

PRINT & INVITATIONS

[Impress Ink](#)

PHOTOGRAPHY

[Gina Paulson Photography](#)

[Kayla Esparza Photography](#)
Videography services available

[Lloyd Photo & Films](#)
Videography services available

[Rebecca Jane Photography](#)
Photobooth services available

[Sam and Sola Lee Studio](#)
Videography services available

VIDEOGRAPHY

[A Beautiful Union](#)
Photography services available

[Captivate Films](#)

[Emerald Media](#)

[Pacific Nomad Media](#)
Photography services available

[RC Media](#)

TRANSPORTATION

[British Motor Coach](#)

[Butler \(transportation & parking\)](#)

[Lake Tapps Limo](#)

WEDDING/EVENT PLANNING

[Gordon Duo Weddings](#)

[Holcomb Weddings & Events](#)

[Homan Weddings & Events](#)

MISC

[Fortitude Coffee](#)

[To Wag & To Hold - Dog Assistance](#)

[Vintage Bee Traveling Espresso](#)

REHEARSAL BOOKING

Per the contract, your rehearsal cannot be confirmed until we are within 30 days of your contracted event date, and will be based on availability. Rehearsals are available Monday through Thursday between the hours of 10 AM - 7 PM. Due to our busy event schedule, rehearsals are often held Monday-Wednesday.

You will receive an email to request a rehearsal date/time as well as a link to schedule your final detail meeting 45 days prior to your event date.

As a reminder, the rehearsal is treated as an addition to your contract at \$200/hour.

REHEARSAL DINNERS

No food or beverage is permitted onsite during your rehearsal. Should you desire to host your rehearsal dinner onsite, it will require an additional venue booking and a separate contract. Discounted rates may be available within 60 days of an available date. Please contact us directly for availability.

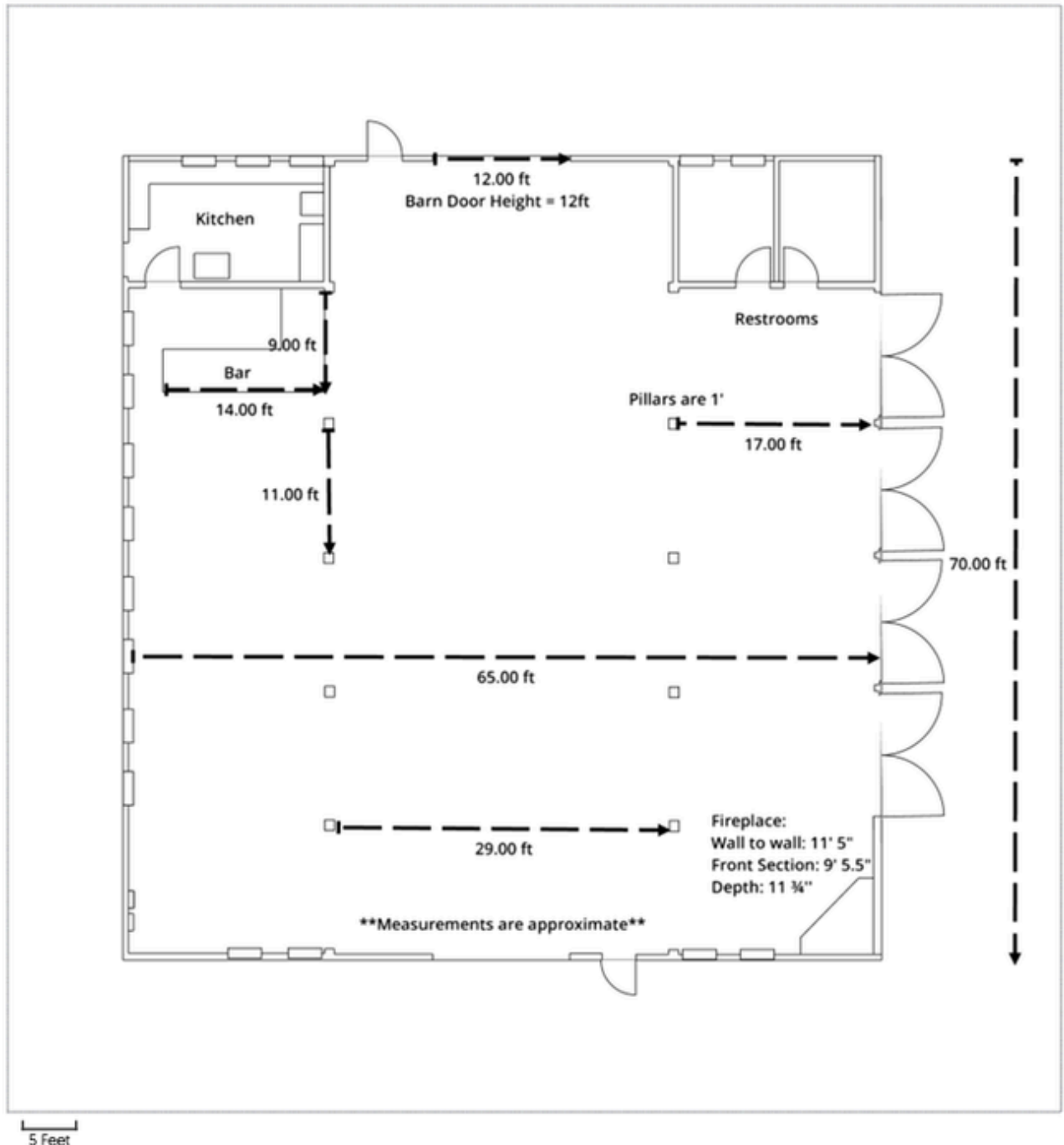
To assist you in your planning, we've provided a few options with private banquet rooms in our immediate vicinity:

<u>Mama Stortini's Restaurant & Bar</u>	253.854.7569	catering@mamastortinis.com	Puyallup
<u>Island Lodge by Al Lago</u>	253.862.6616	office@tappsisland.net	Tapps Island, Lake Tapps
<u>Al Lago's Ristorante</u>	253.863.8636	allagoristorante@gmail.com	Lake Tapps
<u>The Ram</u>	253.841.3317	-	South Hill / Puyallup
<u>Farm 12 - Fika</u>	253.697.9486	events@farm12.org	Puyallup
<u>Silver Cloud Hotel</u>	253.319.8300	websales.pointruston@silvercloud.com	Point Ruston, Tacoma
<u>Ferrelli's Pizza</u>	253.212.1152	rustonparties@farrellis.com	Point Ruston, Tacoma
<u>Brix on Main</u>	253.470.8087	brixonmainbuckley@gmail.com	Buckley
<u>Billy McHale's</u>	253.839.4200	-	Federal Way

BARN MEASUREMENTS

To download a blank schematic and/or view sample layouts, visit our [CLIENT RESOURCES PAGE](#)

KELLEY FARM



SAMPLE TIMELINE

2:00 pm

- Onsite Kelley Farm Venue Access Begins
- Vendors arrive onsite (photographer, florist, planner, etc.)

2:15-2:30 pm

- Wedding Party arrives on-site

3:00 pm

- Catering arrives onsite to begin set up (linens on tables, etc.)
- Cake/Desserts Delivered [tip: ensure linen is on tables for cake to be set]

3:15 pm

- Wedding Party photos
- DJ arrives and begins Setting up
- Photos with Family Members (Parents, Grandparents, Siblings)

4:30 pm

- Wedding Party 'tucked away'.
- Final touches to Ceremony/Reception space to be done at this point

5:00 pm

- Ceremony Begins

5:30 pm

- Guests are directed to the Cocktail Hour location
- Immediate Family Photos to be taken during Cocktail Hour
- Marriage License Signing (typically done in the cottage living room)

6:15-6:45 pm

- Couple Photos | Wedding Party Photos (summer sunset/magic hour)

6:30 pm

- DJ announces for guests to find their seats in the Reception Area (provide 15 extra minutes for assigned seating)

6:45 pm

- Grand Entrance (wedding party or couple only) into Reception

7:00 pm

- Dinner is served

8:00/8:15 pm

- Toasts (limit speeches to 1-5 minutes each)

8:30 pm

- First Dance | Father/Daughter Dance | Mother/Son Dance

8:40 pm

- Cake Cutting/Desserts are served

8:45 pm

- Dancing/Social Time Begins

10:30 pm

- Last call

11:00 pm

- Grand Exit/Send-off - Music off | Clean Up/Tear Down Begins | Guests Depart

12:00 pm

- All Vendors and Guests must depart property. The venue is now closed.

ADDITIONAL RESOURCES

For more helpful documents, visit our [CLIENT RESOURCES PAGE](#)

PLANNING YOUR BAR & KEGERATOR

Hosted bars are limited to 4 signature drinks, no shots or on-the-rocks style beverages are permitted. Alcohol service must be limited to 6 hours. Please reference your contract Section 4.1 Caterers - Liquor for additional policy information.

When planning drinks for your event, estimate that most guests will on average consume two alcoholic drinks in the first hour and then one drink for each following hour. While you will know your guests best, the average beverage breakdown is:

Beer & Wine - Wine 60%, Beer 40%

Beer, Wine, Signature Cocktails - Wine 50%, Spirits, 30%, Beer 20%

Check out the [Bevmo Drink Calculator](#) for additional assistance with beverage purchasing

Bevmo relationship Manager, Elizabeth Pribyl. Able to assist with beverage estimates, etc. 206.890.4534 or liz.doss2@gopuff.com

Kegerator: Use of the two-tap kegerator and Co2 is included in the cost of the venue rental. **Please note: The Kegerator is only able to tap a D System Keg.** D-system fits most of your American beers, such as Coors, Miller, Budweiser, and American-made craft beer [local breweries]. Most European beers [Heinekin, Stella, etc.] will not tap into our system. Please check with your distributor prior to purchasing to confirm if you will need to rent a pump tap.

DRIVING DIRECTIONS to Kelley Farm

LODGING

Hotels

Partner: [Hampton Inn & Suites Tacoma / Puyallup*](#) Puyallup 253.770.8880 9.1 miles

*Mention Kelley Farm for a flat discount of 10% | For Room Block Info: Tawni Castro, tawni.castro@hilton.com, phone (253) 770 8880 ext. 504

[Fairfield Inn & Suites Tacoma / Puyallup](#) Puyallup 253.770.3100 9.2 miles

[Holiday Inn Express Sumner / Puyallup](#) Sumner 253.299.0250 9.5 miles

[Candlewood Suites Sumner / Puyallup](#) Sumner 253.321.4232 9.5 miles

[Murano Tacoma](#) Downtown Tacoma 253.238.8000 16.8 miles

[Silver Cloud Point Ruston](#) Point Ruston, Tacoma 21.6 miles

Lodging Other:

[Lakeside Vibes airbnb](#) Lake Tapps

[Lake Tapps Waterfront airbnb](#) Lake Tapps

[River Rock House airbnb](#) Lake Tapps

PROJECTOR

At Kelley Farm, we're pleased to offer you the convenience of a projector and screen included in your rental package. To ensure a seamless projection experience, here are some important details to consider:

- **Laptop Requirement:** To play your presentation, please bring your own laptop. Make sure it's loaded with your content and ready to go.
- **HDMI Connectivity:** Our system is equipped with an HDMI cord that you can use to connect to your device. It's important to note that many newer devices require an adaptor for HDMI connectivity. While we do have a limited number of adaptors available on-site, we kindly ask that you bring the appropriate adaptor for your specific device to ensure a smooth connection.
- **Designate an Operator:** Designating an individual to handle the operation of the projector is crucial for a successful presentation. This ensures that your content is displayed correctly and any technical hiccups can be swiftly addressed.
- **Initial Testing:** Upon your arrival, we'll conduct a quick test run of your slideshow to ensure compatibility between your device and our equipment. This proactive step minimizes the chances of any surprises during your presentation.
- **Transition Planning:** Keep in mind that there is a brief transition required when using the projector. Our attentive host will need to adjust the chandelier and ensure the projector is properly warmed up before your presentation begins. To streamline this process, please coordinate with your Venue Host so they are aware of the exact timing of your presentation and can be available for this transition.

PA SYSTEM

We're also pleased to offer you access to our onsite speaker system. While our speaker system serves its purpose for announcements, presentations, and background music, it's important to note that it falls within the realm of a basic setup.

Here's what you need to know:

- **Functional Basics:** Our speaker system is functional for announcements, presentations, and background music, providing you with the essential audio support you need. However, it's essential to recognize that our system is not at the cutting edge of technology. It's a bare minimum setup, designed to provide adequate audio coverage for your event. We have one [1] wired mic and two [2] wireless mics.
- **Limitations:** The sound system speakers are strategically positioned within the barn and on the patio to provide audio support inside and along the outdoor areas adjacent to the barn. However, it's important to note that our sound system's reach does not extend to the ceremony lawn. This means that while the patio speakers can enhance the atmosphere around the barn, they do not cover the ceremony lawn's larger open area.
- **Connectivity:** Vendors are not permitted to plug into our system. Your device may need an adaptor if an audio jack input is not available.

****Professional Touch**** For events that demand a more sophisticated and refined audio experience, such as weddings or fundraisers, we **STRONGLY** recommend the services of a professional audio technician and/or DJ.

WEDDING PLANNING

Checklist

YOU'RE ENGAGED!

- Share your engagement! *family & friends 1st!*
- Set a budget
- Confirm max guest count
- Choose your bridal party - *carefully*
- Look into hiring a wedding planner
- Choose a date/season
- Decide your style & color scheme
- ✓ Secure your venue - *Yay! Welcome to the Fam!*
- Engagement shoot & formal announcements

10-18 MONTHS BEFORE

- Research & hire a photographer
- Research & hire band or DJ
- Research & hire a florist
- Research & confirm your baker/desserts
- Create wedding website
- Compile guest addresses & contact info
- Order and send 'Save the Date'

7-9 MONTHS BEFORE

- Wedding dress shopping/purchase dress
- Book your officiant
- Choose bridesmaids dresses
- Confirm decor rentals & purchases
- Research/hire makeup artist
- Research/hire hair stylist
- Sample & confirm your caterer

4-6 MONTHS BEFORE

- Finalize your menu
- Order invitations
- Plan & purchase wedding party gifts
- Rehearsal dinner plans and reservations
- Create a transportation plan - confirm booking
- Confirm additional vendors [photobooth, etc]
- Begin Honeymoon planning
- Rent/purchase all wedding party attire

3 MONTHS BEFORE

- Send invitations
- Create timeline
- Hair & makeup trials
- Purchase undergarments & shoes
- Choose and purchase wedding bands

2 MONTHS BEFORE

- Schedule final dress fitting[s]
- Apply for your marriage license
- Finalize honeymoon plans
- Bridal Shower
- Hair cut & color
- Confirm stationary for wedding [menu/program]
- Finalize music selections and playlist

1 MONTH BEFORE

- Finalize timeline & ceremony details
- Check-in with pending RSVPs
- Hair & makeup trials
- Ensure all vendors are paid in full
- Venue walk-through & final vendor meetings
- Break in wedding shoes
- Final dress Fitting
- Practice vows
- Bachelorette/Bachelor Party
- Provide final numbers to catering
- Beauty & spa treatments
- Finalize seating chart & escort cards

1 WEEK BEFORE

- Drink lots of water!
- Confirm last-minute changes
- Pamper yourself! Manicure & Pedicure

NIGHT BEFORE

- Eat a healthy meal
- Get a good night's sleep & relax!

LINKS & ADDITIONAL INFO

Wifi Code: !KF2002I!

[Client Resources Page](#)

[Available Items: Pictures of tables, chairs, and additional items available](#)

[Wedding & Event Brochure](#) - *promotional catalog*

[Banquet Permit](#) [Washington State Liquor & Cannabis Board]

Insurance Provider: [EventInsuranceNow](#)

[Step By Step Insurance Purchase Instructions](#)

[Send off Ideas](#)

[a reminder that Kelley Farm does not allow sparklers or fireworks of any kind within the property limits]