

Outdoor Event Weather Planning Checklist

Part 1: Early Planning

Now that your outdoor venue is booked, it's time to make a few intentional weather decisions so you can build a flexible plan and avoid surprises later.

Decide Your Weather Philosophy

- When would you move indoors?
- At what temperature would you move indoors or under a tent?
- Who makes the call?

Budget for Flexibility

- Tenting or partial coverage if weather turns
- Flooring if grass or uneven ground is involved
- Shade or heating options depending on season
- Guest comfort items like umbrellas, blankets, or fans
- Extra labor if a transition is required

Vendor Conversations

- Review vendor contracts for weather flexibility or rescheduling clauses
- How much time is needed to pivot?
- Would layouts significantly change?
- Does the venue help manage transitions?
- Confirm power capacity for heating, cooling, lighting, and catering needs

Plan for Guest Comfort

- If it's hotter than expected, what's the plan?
- If it's colder than expected, what's the plan?
- Where would guests gather if shelter is needed?

*These decisions don't need to be finalized immediately,
but they should be discussed early.*

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Part 2: Final Month Weather Checklist

Confirm Your Plan

- ☐ Confirm which person makes final weather decisions
- ☐ Forecast monitoring window defined (7-day, 5-day, 3-day checkpoints)
- ☐ Forecast monitoring plan in place
- ☐ Time built in to event schedule for a possible Plan B transition

Comfort Readiness

- ☐ Shade or heating options confirmed and secured
- ☐ Rain backup plan confirmed and reserved
- ☐ Guest update plan drafted (text/email/website)
- ☐ Signage ready for on-site adjustments

Vendor Conversations

- ☐ Pivot logistics and Plan B communicated to vendors
- ☐ Backup layouts finalized
- ☐ Load-in adjustments clarified

On-Site Execution

- ☐ Weather supplies delivered
- ☐ Transition timing confirmed
- ☐ Vendor team roles clarified

You can't control the forecast. You can control the plan.

Need help building your weather plan?
Let's talk.

WeatherOrNotAccessories.com
sales@weatherornotaccessories.com | [303-578-8889](tel:303-578-8889)
[@weatherornotaccessories](https://www.instagram.com/weatherornotaccessories)