

Outdoor Venue Survival Checklist

What Planners Won't Tell You: Essential Site Walkthrough Guide

Planner Tip: Before signing your venue contract, walk through this essential checklist step-by-step with your venue coordinator to catch logistical blind spots early.

VENUE LOGISTICS

- ☐ Confirm maximum guest capacity
- ☐ Confirm parking capacity
- ☐ Confirm vendor access & clearance
- ☐ Confirm setup and teardown windows
- ☐ Confirm rain backup plan
- ☐ Confirm tent grounding/staking restrictions
- ☐ Confirm municipal noise restrictions
- ☐ Confirm site lighting requirements

POWER & ELECTRICAL

- ☐ Determine available electrical capacity
- ☐ Identify electrical connection locations
- ☐ Ask vendors about power requirements (amps)
- ☐ Determine whether a dedicated generator is required

WEATHER PREPAREDNESS

- ☐ Establish a primary rain plan
- ☐ Plan for extreme heat (fans, cooling stations)
- ☐ Plan for cold weather (patio heaters, sidewalls)
- ☐ Consider wind factors & tent anchoring
- ☐ Consider insect control & repellent options
- ☐ Monitor local forecast as event approaches

RESTROOM FACILITIES

- ☐ Confirm existing on-site restroom capacity
- ☐ Determine whether luxury mobile trailers are required
- ☐ Confirm dedicated handwashing & vanity facilities
- ☐ Confirm trailer delivery, staging & water access
- ☐ Confirm servicing and removal schedule

GUEST EXPERIENCE

- ☐ Provide clear directional signage
- ☐ Consider accessibility & even walkway paths
- ☐ Provide adequate night lighting along paths
- ☐ Plan comfortable seating areas
- ☐ Provide accessible hydration & water stations
- ☐ Consider covered shade zones
- ☐ Make restrooms well-lit and easy to find

VENUE COORDINATOR NOTES

Elevate Your Outdoor Event Sanitation

Need high-capacity, climate-controlled restroom trailers for your site? Visit toiluxe.ca or read our full guide at toiluxe.ca/outdoor-venue-survival-guide/