CHECKLIST

Indoor vs Outdoor Venue Checklist

- [ ] List activities your event includes and decide which setting suits them
- [ ] Assess guest accessibility needs and terrain conditions
- [ ] Ask what equipment the venue provides and what you must hire
- [ ] Confirm the weather backup plan and any charges for covered structures
- [ ] Check the contract for weather-related change and cancellation terms
- [ ] Clarify insurance requirements for outdoor events
- [ ] Ask about sound restrictions and curfews for the chosen space
- [ ] Compare the total cost, including contingencies and hired equipment