

## Vow Renewal Problem-Solving Checklist

### 1. Logistical Challenges

#### Venue Access

- ☐ **Contact Venue Manager:** Ensure you have the venue manager's contact information on hand in case of access issues.
- ☐ **Backup Location:** Have a backup location or alternative setup plan if the venue isn't accessible on time.

#### Setup Problems

- ☐ **Assign Helpers:** Designate individuals to assist with last-minute adjustments to decorations or seating arrangements.
- ☐ **Quick Fixes:** Keep basic tools (e.g., tape, scissors, zip ties) available for quick fixes to decor or setups.

### 2. Weather-Related Issues

#### Outdoor Ceremony

- ☐ **Tent or Shelter:** Arrange for a tent or shelter in case of rain or unexpected weather.
- ☐ **Indoor Backup:** Identify an indoor location as a backup for outdoor ceremonies.

#### Temperature Management

- ☐ **Hot Weather:** Provide water, fans, or shaded areas for guests in case of heat.
- ☐ **Cold Weather:** Have blankets or heaters available to keep guests warm in cold conditions.

### 3. Vendor Delays or No-Shows

#### Vendor Delays

- ☐ **Contact Vendors:** Keep a list of all vendor contact information for immediate communication.
- ☐ **Adjust Timeline:** Be prepared to adjust the event timeline if a vendor arrives late.

#### Vendor No-Shows

- ☐ **Backup Plan:** Have a list of backup vendors who can step in if needed.
- ☐ **Improvise:** Be ready to improvise with available resources (e.g., using a playlist if the DJ doesn't show).

## 4. Participant-Related Concerns

### Nervous Participants

- ☐ **Reassurance:** Offer words of encouragement and reassure nervous participants.
- ☐ **Quick Breathing Exercise:** Guide them through a simple breathing exercise to calm their nerves.

### Last-Minute Cancellations

- ☐ **Reassign Roles:** Be ready to reassign roles or simplify the ceremony if a key participant cancels.
- ☐ **Stand-In List:** Keep a list of potential stand-ins who can fill in at the last minute.

## 5. Preparing for the Unexpected

### Contingency Plan

- ☐ **Risk Identification:** Identify potential risks specific to your event and create plans to address them.
- ☐ **Emergency Kit:** Assemble an emergency kit with essentials like makeup, sewing supplies, a first-aid kit, snacks, and water.

### Communication Plan

- ☐ **Point of Contact:** Designate a point of contact to handle issues on the day of the event.
- ☐ **Group Messaging:** Set up a group messaging app for quick communication with your team.

### Buffer Time

- ☐ **Timeline Adjustments:** Build extra time into your event schedule to accommodate delays.
- ☐ **Encourage Flexibility:** Promote a flexible mindset among your team and participants.

## 6. Day-of Problem-Solving Strategies

### Staying Calm Under Pressure

- ☐ **Mindfulness Techniques:** Practice simple breathing exercises or mindfulness to stay calm.
- ☐ **Delegate:** Delegate tasks to trusted individuals to avoid feeling overwhelmed.

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**Quick Decision-Making**

- ☐ **Prioritize Issues:** Quickly assess and prioritize issues that need immediate attention.
- ☐ **Make Decisions:** Trust your instincts and communicate decisions clearly to your team.

**Handling Emotional Situations**

- ☐ **Manage Stress:** Use stress-management techniques to keep your emotions in check.
- ☐ **Resolve Conflicts:** Address conflicts calmly and diplomatically, focusing on the bigger picture.

## 7. Post-Event Debriefing

**Review What Worked and What Didn't**

- ☐ **Take Notes:** Keep a journal or notes on the day's events, focusing on successes and areas for improvement.
- ☐ **Gather Feedback:** Collect feedback from participants to gain insights into what went well and what could be improved.

**Celebrate Successes**

- ☐ **Focus on Positives:** Acknowledge the positives and celebrate the successes of the day.
- ☐ **Relax and Unwind:** Take time to relax and enjoy the outcome after the event.