

NATIONAL WALK@LUNCH DAY

Inclement weather contingency plan

A rainy-day plan

While we always hope for a sunny National Walk @ Lunch Day, we can't control the weather. Here are some planning tips to make your event a success regardless of what weather comes our way.

- **Take it inside.** Investigate indoor venues in your area. You may consider an indoor track at a local high school or a convention center, or perhaps consider renting large tents to cover your walking event. When researching the different indoor options, remember that it is imperative to reserve these venues early.
- **Nothing can stop us.** You may want to provide ponchos and/or umbrellas for participants. Alert your employees via email that it might rain or snow but that the event will still go on! If you cannot provide ponchos or umbrellas, encourage your employees to come to work prepared. It's important to communicate throughout the week via reminder emails.
- **All clear in the afternoon.** Remember: The walk should not last much longer than your employees' regular lunch break. Often, we experience bad weather in the morning that clears in the afternoon. If you find it necessary to move your walk to later in the afternoon, let everyone on your planning committee know, and remember to alert your participants to the change.

Getting the word out

Develop a communications plan to alert all of your participants to a change in the event time or date.

- Emails are an effective tool to quickly communicate your message. Make sure you have your list and message prepared in case you need to notify participants of any change.
- Encourage participants to log on to your website to receive the most up-to-date event information.
- A dedicated phone line with a recorded message is a quick and easy way for participants to check the status of the event.