

# **INSTRUCTIONS FOR COMPLETING THE CHECKLIST**

## **Phase 1: Remote Research**

*To be completed independently by the scout.*

This phase gathers all the information you can find without visiting the venue in person. You may use online research, phone calls, and email outreach. If you are close by and want to visit in person, that will be fine.

Note: Just a reminder that you will be doing this research as a private individual, not as an official representative of KansasFest. Please avoid making any promises or commitments.

### **Instructions:**


1. **Make a copy of the [Google Doc checklist](#) (or download the [PDF](#)).**
  2. For each item in **Phase 1**, check whether the venue meets the criterion. Use:
    - o The venue's website and marketing materials.
    - o Online reviews and press articles.
    - o Contacting the venue via phone or email.
  3. **For each checkbox item**, review the guidance provided (e.g., what "Wheelchair & Mobility Access" entails), and enter your observations in the "📝 Notes" field below it. Be specific.
  4. **Sections to complete:**
    - o **Inclusivity & Accessibility** (e.g., exclusive use, ADA compliance, restroom types)
    - o **Capacity & Lodging** (can it host 100+ people? on-site or nearby lodging?)
    - o **Dining** (availability of meals, dietary accommodations, food policies)
    - o **Event Spaces** (presentation rooms, soldering areas, hangouts)
    - o **Final Thoughts** – Include your recommendation, rationale, and personal contact info.
  5. **Scout Contact Info:** Be sure to fill in your name, email, and date of evaluation.
- 

## **Phase 2: In-Person Visit & Video Walkthrough**

*The Phase 1 documents must be reviewed by the KansasFest Venue Selection Committee and if selected, you must work with a committee member to complete this part of the form.*

This phase assesses the venue physically. Your observations here will validate the remote research and add rich visual documentation.

### **Instructions:**

1. **Coordinate with a committee member** before scheduling the in-person visit.
    - o The committee member will help ensure all relevant details are gathered, and may assist in evaluating or weighting the findings.
  2. **During the Visit:**
    - o **Record a video walkthrough** showing:
      - Entrance & check-in
      - Presentation & soldering areas
      - Dining and hangout spaces
      - Lodging (if available)
    - o Upload or link the video and enter notes.
    - o **Take clear photos** of accessibility features, signage, and key spaces. Add comments about what the images show in the notes section.
  3. **Evaluate Additional Venue Criteria On-Site:**
    - o **Technology & Power** (Wi-Fi quality, outlet availability, backup power)
    - o **Transportation & Parking** (proximity to airport, parking situation, shuttles)
    - o **Safety & Security** (neighborhood safety, emergency preparedness, medical proximity)
    - o **Budget & Fees** (clarify actual rental, meal/lodging cost, cancellation terms)
  4. **Complete all “ Notes” fields** with detailed observations and any supporting documentation (photos, receipts, confirmations, etc.).
- 

## Submission & Follow-Up

- After both phases are complete, return the form to the KansasFest venue selection committee.
- Be available for any follow-up questions or clarifications.