

KansasFest 2026 Venue Scouting Checklist

Helping Us Find the Next Great Home for KansasFest

Instructions: Sign into your Google account and make a copy of this form (or fill out the [PDF](#)). See more instructions [here](#).



Phase 1: Remote Research

This section covers everything you can find out online or by calling/emailing the venue before visiting in person.

1. Inclusivity & Accessibility

☐ **Exclusive Use for KansasFest**

Venue must allow us to stay physically separated from other groups/events going on at the same time. This is for security reasons.



Notes:

☐ **LGBTQ+ Friendly**

The venue and surrounding area (state/city) show clear support for LGBTQ+ inclusion. Look for:


- Anti-discrimination statements on their website
- Inclusive restrooms or signage
- Positive reviews or press coverage
- Local ordinances supporting equality



Notes:

☐ **Wheelchair & Mobility Access**

Venue offers wheelchair ramps, elevators (if needed), ADA-compliant bathrooms, and plenty of room to move around with devices.

 Notes:

☐ **Golf Cart or Internal Transport Available**

For attendees with limited mobility, is there any transport available on-site (e.g., golf cart, shuttle, van)?

 Notes:

☐ **Restroom Options**

Venue includes BOTH shared (multi-user) and private (single-user) restrooms.

 Notes:

2. Location, Capacity & Lodging

☐ **Nearby Airport**

What is the drive time to the nearest major airport. Under 90 minutes is best. Are there other options such as Amtrak, ground transportation, etc?

 Notes:

☐ **Can Host 100+ People**

Make sure the main event room and site can handle a crowd of 100 or more.

 Notes:

☐ **On-Site Lodging Available**

Venue has rooms or dorms for people to stay in—ideally at a good price.

 Notes:


☐ **Nearby Hotels**

Not everyone will stay on-site, are there nearby hotels?

 Notes:


☐ **Early Booking**

How many days/months notice is needed to secure the venue? i.e. What is the earliest/latest we can secure it?

 Notes:

☐ **Pricing**


What are the estimated prices for rooms, conference spaces, and parking?

 Notes:

3. Dining

☐ Dining Hall or Meal Service On-Site


A space where everyone can eat together throughout the week.

 Notes:

☐ Meals Available for All Diets


Can they handle dietary needs like:

- Vegetarian
- Vegan
- Gluten-free
- Dairy-free
- Allergies

 Notes:


☐ Dining Hours Work with Event Schedule

Meal times shouldn't conflict with presentations or evening activities.

 Notes:


☐ What is the “Bring your own food and alcohol” policy

Are guests welcome to bring their own food and alcohol, provided they are responsible for safe consumption and cleanup.

 Notes:

☐ **Pricing**

What are the estimated prices for dining?


 Notes:

4. Event Spaces

☐ **Presentation Room for 100+**


A space with:

- Comfortable seating
- Good projector/screen
- Stage
- Good HVAC particularly ventilation
- Wired internet

 Notes:


☐ **Separate Room for SolderFest**

Need tables, power, and ventilation.

 Notes:


☐ **Hangout Spaces**

Casual areas for hacking, chatting, or catching up.

 Notes:

☐ **Breakout Rooms**


Smaller rooms for small group sessions or discussions.

 Notes:

Final Thoughts or Additional Information


☐ **Why Would You Recommend This Venue?**

Do you think this could be a great home for KansasFest 2026? What excites or concerns you?


 Notes:

☐ **Scout's Name & Contact Info**


Who filled out this form?

 Name:

 Email:

 Date of Visit (only needed for Phase 2):

☐ **Venue Contact Person(s) & Info**

 Name & Title:

 Email:

 Phone Number(s):

Phase 2: In-Person Visit & Video Walkthrough


If your venue selection makes it past Phase 1—now it's time to visit the venue in person. Look closely, ask questions, and document with photos or a video walkthrough. Consider weighting these responses. A committee member will need to work with the scout to complete this section.

Video Walkthrough Instructions

☐ Take a Walkthrough Video

Record a walkthrough of:

- Entrance and check-in areas
- Presentation spaces
- SolderFest room
- Dining area
- Lounge and hangout areas
- Any lodging, if on-site

 Notes / Link:

☐ Take Photos


Capture photos of the above spaces, especially signage, and areas that show accessibility and inclusivity.

 Notes:

Technology & Power

☐ Wi-Fi Check

Test the Wi-Fi speed. Ask staff how many devices can connect at once—remember, vintage computers may connect too.

 Notes:

☐ Power Availability

Look for plenty of outlets in all major event spaces. Ask if power strips or surge protectors are

provided.



Notes:

☐ **Backup Power**

Does the venue have generators or a plan for outages?



Notes:

Transportation & Parking

☐ **Parking On-Site**

Is there enough space for attendees to park? Is it free or paid?



Notes:

☐ **Free or Affordable Parking**

Especially important for attendees driving in.



Notes:

☐ **Load-In Access**

Can people unload near the venue doors for garage giveaway or vintage equipment?



Notes:

☐ **Shuttle Services**

If lodging is off-site, is a shuttle provided?




Notes:

Safety & Security

☐ **Safe Location**

Neighborhood feels safe, clean, and well-lit.

 Notes:

☐ **Security Measures**

Venue staff present? Doors lockable? Emergency exits visible? Garage Give-a-way in a secured room?

 Notes:

☐ **Nearby Medical Help**

Is a hospital or urgent care within 15-20 minutes?

 Notes:

☐ **Insurance Info**


Ask about liability coverage for events.

 Notes:

Budget & Fees

☐ **Venue Rental Cost Confirmed**

Does it fit our expected KansasFest budget?

 Notes:


☐ **Meals & Lodging Costs**

Are meals and sleeping options affordable?

 Notes:


☐ **Payment Terms & Cancellation**

Deposit required? Cancellation flexibility?

 Notes:

☐ **Discounts or Sponsorships**

Any deals for non-profits or educational/tech events?

 Notes:
