

Zimfest Site Visit Check List

Evening Concerts

- Venue selection
- Room for dancing close to stage
- Maximum seating (can seating be flexible) req. at least 450
- Sound – can we bring in our own – pricing
- Can we build a stage if there is none at the chosen venue
- How late can the concerts go?
- Lighting
- Green room location - can we self-cater or at least bring non-perishables?
- Backstage accessibility - can we keep the area secure?

Afternoon Concerts/Marketplace

- Venue selection
- Centrally located
- Space to build a stage and room for dancing
- Electricity available - power required for outdoor sound system: At least one 20 amp circuit (two is better)
- Space for vendor booths
- Any special policies or restrictions for vendors?
- Nearby ground floor storage for vendor goods (overnight)
- Close access for vehicles and loading (vendors and performers w/marimbas)
- Space for porta potties
- Mixture of shade and sun

Workshop Rooms (16 or so)

- Need one large space with wood floor for dance workshops
- Need rooms that can have furniture removed for marimba workshops; preferably with ground floor access
- Enough options that workshop sound will not bleed over into adjoining workshops
- Room with AV for presentations
- Smaller intimate spaces for mbira lessons: dorm lounges work (extra charge?)

Onsite Registration/Welcome

- Good internet connection – 4 ethernet ports
- Electrical outlets for multiple computers and printers
- Nearby (or in a) room that can be secured (by us) for overnight storage of computers and smaller instruments (mbiras, drums, etc.)
- Centrally located and close to housing check-in

Housing and Meals

- Pricing
- Flexible meal plans
- At least 2 dorms available – one for quiet and one for not-so-quiet
- Options for families – suites with kitchens?
- Housing check-in
- Lost key policies
- Allow check-in for Wednesday night

Miscellaneous site details

- How are building entrances managed (must be locked at all times or require a key/card to open)
- Location of late-night mbira space – plenty of room, comfortable seating, no restriction on how late people can be in there and be playing music
- Campus alcohol policy
- Possibility for Zimbabwean meal – can we bring in outside caterers or must all food on campus be prepared by campus contract catering?
- Parking for festival attendees
- Tables and chairs – provided by facility? Costs.

Fee Structure

- Per room per day? Or facility fee per participant?
- Any additional fees?

Associated university who can co-sponsor B-1 visas for honoraria?