



## Pre-Checklist

### KSS's Thematic Science Melas 2024 - 2025

Creetings,

This document serves as a pre-checklist for all the minimum requirements for a venue hosting any of the KSS's Thematic Science Melas 2024-2025.

**Please look at the requirements below and discuss with the relevant management authorities, and fill the application according to your feasibility regarding these.** KSS's Lahore Science Melas are a celebration unlike any other festivals. We hope our collaboration will benefit the cause of KSS's Thematic Science Melas, the school, and the Khwarizmi Science Society.

**NOTE: THIS DOCUMENT IS TO BE FILLED & SUBMITTED ALONG WITH YOUR APPLICATION.**

A. Ground Requirements	
Spacious ground for the main event	<input type="checkbox"/>
Separate spacious arena for the food court	<input type="checkbox"/>
Grounds are accessible to heavy vehicles for loading/unloading equipment (Required for parking for buses i.e. <i>mobile museums</i> )	<input type="checkbox"/>
Permission to set up and secure tents on grounds	<input type="checkbox"/>
Readily available trash disposal bins throughout the venue	<input type="checkbox"/>
Access to clean and serviced toilets near the main event area	<input type="checkbox"/>
Wheelchair accessible grounds with dedicated accessible parking	<input type="checkbox"/>
Availability of grounds for preparations at least two days before the event date	<input type="checkbox"/>
B. Food Court Requirements	
Seating capacity for at least 200 people, with approximately 30 food stalls	<input type="checkbox"/>
Access to nearby toilets	<input type="checkbox"/>
Washing facilities and a proper waste disposal system	<input type="checkbox"/>
<i>Note: KSS will receive revenue from the food stalls</i>	<input type="checkbox"/>
C. LHC Tunnel Setup Requirements	
Indoor hall/room (20ft x 35ft, preferably air-conditioned) near the main event area for demonstrations	<input type="checkbox"/>
Continuous supply of backup electricity to the LHC hall	<input type="checkbox"/>
D. Supplementary room Requirements	
6 rooms - for the main event operations	<input type="checkbox"/>
2 rooms - for storage	<input type="checkbox"/>
2 rooms - for food arrangement/storage for team members, volunteers etc.	<input type="checkbox"/>
Dedicated KSS Office for the KSS team (available at least one month prior the primary event date)	<input type="checkbox"/>



<b>E. Auditorium Requirements</b>	
Equipped well both visually and auditorily, has an efficient air conditioning system and backup electricity from LESCO or another source	<input type="checkbox"/>
The auditorium has a proper sound system, seating capacity of 350+ people, and accessible backstage area	<input type="checkbox"/>
<b>F. Manpower</b>	
Cleaning and janitorial staff for the main event days	<input type="checkbox"/>
Security staff for the main events days for parking, crowd management, and traffic control	<input type="checkbox"/>
Electrician on duty for emergencies	<input type="checkbox"/>
<b>G. Other Requirements</b>	
On-site medical personnel (doctor and paramedical staff) with a well-equipped clinic/dispensary	<input type="checkbox"/>
Functional audio/visual equipment in all designated rooms with uninterrupted power backup	<input type="checkbox"/>
NOC (No Objection Certificate) secured from relevant authorities by the Host Institute	<input type="checkbox"/>
The KSS Team will decide the possible branding spaces. They can be along the pathway in the buildings, inside the premises, and outside the walls	<input type="checkbox"/>
Ample parking for both cars and large vehicles	<input type="checkbox"/>
Full advertisement as a venue partner along with the Khwarizmi Science Society on all posters, newspaper ads, international and national stories, media coverage.	<input type="checkbox"/>

The **motivation** with which the entire team of KSS and Lahore Science *Mela* comes together every year is to reach as far as possible to the people of Pakistan, especially children. The wonders of science are unknown to many; KSS's Lahore Science *Melas* are set to decrease that gap and make science accessible. The event will be **open to the public**; everyone and anyone can enter and explore their inner scientist as much as they want. The most important thing for us is the cause, and we also expect the same from the venue partnering with us. We all strive toward the future of Pakistan and our children, and together we can achieve great things. We would also like to extend this **opportunity to the students at your institute** to volunteer and help us in this cause. This will expose them to many new avenues of science and technology, give them a chance to think about their future goals as scientists or engineers and choose a profession that interests them.