

Please use this checklist and the online resources [linked here](#) to assist you in planning and coordinating a successful VEX Robotics Competition (VRC) and/or VEX IQ Challenge event:

Two-Three Months Before Event:

- Reserve the venue, equipment, and services for event day and setup on the day before your event.
- Develop a layout for team pit areas, practice area, charging stations, check-in desk, inspection stations, queuing stations, game fields, judge deliberations area, volunteer and team lunch areas, and accessible audience seating. For VEX IQ events, also include STEM Research Project presentation area. See VEX IQ Sample Event Layouts.
- Create a safety plan and share with local emergency and/or security service providers and all participants. Provide a first aid kit for minor medical issues. For VRC, provide extra safety glasses for drive team use, and space to use small power tools.
- Reserve 2-way radios, use cell phones, or establish a method for event-day staff communications.
- Post complete event information on robotevents.com. Include your event agenda, travel details, food and lodging options, as well as your refund and event cancellation policy. See Getting Started as an Event Partner.
- Determine all awards to be offered and post the awards for your event on robotevents.com.
- Order trophies using your RobotEvents.com account. Check with Regional Support Manager to determine if an event qualifies for an Event Partner discount to support purchase of trophies, VRC field(s), and/or game objects.
- Secure the required VEX field(s) and game objects. Field electronics are required only for VRC fields. To purchase these products, please visit: www.vexrobotics.com/event-partners.
- Secure inspection equipment, including robot sizing tools and competition switches for VRC events.
- Invite special guests and sponsors to the event, including any optional Welcome Ceremony speaker.
- Recruit key volunteers, including a Volunteer Coordinator, Judge Advisor, Head Referee, and Head Inspector. Share event details and training resources from the “Event Documents” site, **utilize the one day staffing sheet**, with your volunteer team, including:
 - 3 **Referees** per VRC game field and/or 1 per VEX IQ game field.
 - 2 award **Judges** for every 10-12 teams in both the VRC and VEX IQ programs:
 - 2 design **Judges** for every 10-12 teams. 2 STEM Research Project Judges for every 10-12 VEX IQ teams.
 - 1 **Inspector** for every 6-8 VRC teams and/or 1 for every 10-12 VEX IQ teams
 - **Scorekeeper** and a backup to operate Tournament Manager from www.dwabtech.com/tm2/
 - Team and Volunteer check-in. Name tags, certificates from Tournament Manager Reports, and event shirts are optional ways to identify and recognize your volunteers.
 - Queuing, field re-set, and dependable setup and take down volunteers. Recruit team support!
 - Recruit more than the recommended number of volunteers to prepare for possible no-shows. Send frequent reminders to volunteers with training resources. For volunteer resources, visit: <http://www.roboticseducation.org/volunteers/volunteer-resources/>
- Event Partner and key volunteers use training materials to become familiar with jobs running event.

One Month Before the Event:

- Create a detailed agenda to guide teams and volunteers through the event day.
- Share your event agenda, parking and food options, and venue policies with all participating teams. Food options may range from brown bag to offering concessions as a fundraiser.
- Ensure that all event registration fees are paid by reviewing the team registration report on RobotEvents.com.
- Coordinate event-day custodial services to keep areas clean and well stocked with paper supplies.
- Secure one PC laptop, plus a backup, and a USB flash drive to save TM data. Internet access is only required when uploading the event results to RobotEvents.com. Additional laptops may be required for larger events.
- Secure a printer to use at the scoring table, along with a connector cable, extra toner, and paper.
- A video projector, screen, and public announcer system will also enhance the audience experience.
- Ensure that all music played at your event can be shared legally and is appropriate for all ages.
- Secure tools to assemble VRC fields: 5/32” Allen wrench, 7/16” open ended wrench, #2 Phillips head screwdriver, tie wraps, gaffers tape, floor tarps, if needed, and white, blue, and red tape.
- Promote your event by using the media templates available on the Event Documents site.
- Arrange for event photography. Share photos with your Regional Support Manager and your community.

One-Two Weeks Before the Event:

- Order food and beverages for your setup and event-day volunteers. Welcoming your volunteers with snacks and beverages and providing a nice lunch on event day demonstrates your appreciation of their volunteer service. Be sensitive to dietary restrictions. Local vendors may donate these supplies.
- Create a “Dummy” event in Tournament Manager to practice using the software and to finalize your event schedule. Do not upload your Tournament Manager or Event Codes or your practice results. Disconnect the internet while running dummy events to be safe. Contact your Regional Support Manager for any assistance with this critical step.
- Print the following event documents, plus extras as needed:
 - o Game Manual (VRC and/or VEX IQ) – At least 1 as reference for field volunteers
 - o Inspection Guide and Checklist – (VRC and/or VEX IQ) 1 Guide for inspectors, 1 checklist per team
 - o Referee Guide & Score Sheets (VRC and/or VEX IQ) – Score sheets for all matches plus 1 Guide
 - o Judge Guide, Awards Appendix (VRC and/or VEX IQ) – 1 or more copies
 - o Standard Award Descriptions (VRC and VEX IQ) – 1 copy
 - o Interview Tips and Sample Questions (VRC and/or VEX IQ) – one copy per judge team (in Judge Guide)
 - o Design Award Rubric – 1 rubric per team (in Judge Guide)
 - o STEM Research Project document for judges and 1 rubric per VEX IQ team (VEX IQ only)
 - o Judge note to missed teams (VRC and VEX IQ) – 1 for each 10 teams (large events)
 - o Excellence Calculator – 1 for Judge Advisor (large events)
 - o Awards Scripts – (VRC and/or VEX IQ) 1 for Head Judge (Now printable from Tournament Manager)
 - o Registered team list for Team Check-In, Inspection, Emcee, Judges and key volunteers – 8 or more copies
 - o List of registered volunteers (with cell phone numbers) to support Volunteer Check-In – 1 or more copies
 - o Team meeting notes – 1 copy
 - o Blank Participant Consent Forms – extras for all student and adult team participants and volunteers
 - o Extra copies of the robot license plate template for teams who do not have official plates
 - o Event signage and photography and recording notices to post at your event
 - o Field and pits signage, reports, and certificates using Tournament Manager Reports functions
- Organize supplies: pens, self-stick notes, highlighters, paper, stapler, scissors, clipboards, and tape
- Assemble all trophies for display on a table in the event area.

One Day Before the Event:

- Download list of registered teams (csv file in TM) and save to scoring computer and USB drive.
- Create Event in Tournament Manager using your Robot Event (RE) and Tournament Manager (TM) Codes from RobotEvents.com. Scorekeepers should maintain these codes for easy reference.
- Pre-assemble game and practice fields and game objects. For VRC and VEX IQ field specifications, please visit the Current Challenge pages on <http://www.roboticseducation.org/competition-teams/current-game-information/>.
- Set up table(s) for scoring computer(s), printer, and optional projector, screen, and PA system. Test all equipment to ensure that it works properly with Tournament Manager. Tape all cords down for safety. Diagrams are available on event planning tab at: <http://www.roboticseducation.org/event-partners/event-partner-resources-documents/>.
- Set up the team pit areas with tables and chairs, as well as charging stations with power strips.
- Set up inspection stations with blank Inspection Checklists, pens, sizing tools, and competition switches for VRC teams. For VEX IQ, the game fields may be used for robot inspection.
- Set up the check-in desk with blank consent forms, program fliers, team and volunteer registration lists, containers to collect notebooks, and extra safety glasses for checkout to VRC participants.
- Set up queuing stations, judging areas, and volunteer areas.
- Post signage, tape, and/or stanchions to direct the safe and efficient traffic flow of all participants.

Online Resources	
VEX IQ Challenge, VRC, VEX U Event Documents	RoboticsEducation.org/event-partners/event-partner-resources-documents/
Tournament Manager Software Free Download	www.dwabtech.com/tm2/
Contact your Regional Support Manager	RoboticsEducation.org/contact-us/

Thank you for your invaluable support! Enjoy a fun, successful VEX Robotics event!