

Overview

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

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Two to Three Months Before Event

Take these steps two to three months out in order to begin preparation for the event.

- Reserve the venue, equipment, and services for event day and setup 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 Challenge events, also include a STEM Research Project presentation area. See [VEX IQ Sample Event Layouts](#).
- Create a safety plan and share it 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 some other 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](#).

Online Resources	
Event Partner Resources and Documents	These resources cover all the aspects of running an event from listing it on RobotEvents.com to posting the winners.
Documents and Resources Library	Searchable database of materials for Event Partners, volunteers, and teams.
Tournament Manager Software	Links to Windows, Mac, and Raspberry Pi versions of VEX Tournament Manager software as well as links to Tournament Manager Mobile on the Apple App Store and Google Play
Contact Your Regional Support Manager	Click on the map to locate your local REC Foundation representative. If there is no representative listed for your area, please email support@robotevents.com .

- ❑ 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 required VEX field(s) and game objects. Field electronics are required only for VRC fields. To purchase these products, 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 Partner Resources and Documents page](#), **utilize the one-day staffing sheet** with your volunteer team, including:
 - 1 **Head Referee** per Division.
 - 2 **Scorekeeper Referees** per VRC competition field and 1 per VIQC competition field.
 - 2 **Judges** for every 8-10 teams in both the VIQC and VRC programs:
 - 1 **Inspector** for every 10-12 VIQC teams and/or 6-8 VRC teams.
 - **VEX TM Operator** for each Division and each Skills Area 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 volunteers.
 - Queuing, Field Reset, 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

Take these steps one month prior to 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, Torx wrench, tie wraps, gaffers tape, floor tarps, if needed, and white, blue, and red tape.
- ❑ Promote your event by using media templates available on the [Event Documents page](#).
- ❑ Arrange for event photography. Share photos with your Regional Support Manager and your community.
- ❑ Issue any press release(s) you plan to send out.

One or Two Weeks Before the Event

The event is getting pretty close, here's what to do:

- ❑ 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:
 - Game Manual (VIQC and/or VRC) – At least 1 as reference for field volunteers
 - Inspection Guide and Checklist – (VIQC and/or VRC) 1 Guide for inspectors, 1 checklist per team
 - Referee Guide & Score Sheets (VIQC and/or VRC) – Score sheets for all matches plus 1 Guide. Remember to print Score Sheets for Skills, Elimination and Finals Matches as well as Qualifying Matches.
 - Judge Guide, Awards Appendix (VIQC and/or VRC) – 1 or more copies
 - Standard Award Descriptions (VIQC and/or VRC) – 1 copy
 - Interview Tips and Sample Questions (VIQC and/or VRC) – one copy per judge (in Judge Guide)
 - Design Award Rubric – 1 rubric per team (in Judge Guide)
 - STEM Research Project document for judges and 1 rubric per VIQC video (VIQC only, judged prior to event)
 - Judge note to missed teams (VIQC and/or VRC) – 1 for each 10 teams (large events)
 - Registered team list for Team Check-In, Inspection, Emcee, Judges and key volunteers (8 or more copies)

- List of registered volunteers (with cell phone numbers) to support Volunteer Check-In (1 or more copies)
 - Team meeting notes (1 copy)
 - Blank Participant Consent Forms – extras for all student and adult team participants and volunteers
 - Extra copies of the robot license plate template for teams without official plates
 - Event signage and photography and recording notices to post at your event
 - 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

The event is tomorrow! Here's what you still need to do to be prepared:

- Download registered teams list csv file in TM and save to scoring computer & 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 team pit areas with tables, chairs, and 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 Challenge events, 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 safe and efficient flow of participants.
- Update Tournament Manager as needed on Raspberry Pis.

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