



Event Planning Checklist

For VIQC, VRC, and VEX U Events

Overview

This checklist is designed to be used as a general guide for planning your event. Each location and each event may have additional items that need to be completed specific to your venue and event. We encourage you to use this checklist alongside the Event Partner Guide and your Regional Support Manager while planning your event.

Glossary

EP: Event Partner

RE: Robot Events

RSM: Regional Support Manager

TM: Tournament Manager

When you have decided to host an event

- Communicate your plans with your RSM.
- Reserve the venue for event day and setup the day/night before.
- Create layout plan: Include competition fields, skill fields, pit areas, practice areas, check in area, inspection stations, queuing stations, judge deliberations room, concession stands, team and volunteer lunch areas, and accessible audience seating.
- Determine if/how you will offer food, refreshments and/or concessions.
- Create a draft budget.
- Post event on RobotEvents.com prior to the posting deadline included in the Qualification Criteria.

Two to Three Months Before

Venue

- Update budget based on updated expense information.
- Confirm your reservation for the venue.
- Review layout plan with your RSM.
- Create a detailed plan for the concession stand.
- Promote your event with local media, school district and social media outlets.

Equipment

- Determine how many fields and game elements sets you will need.
- Make arrangements to secure fields and game elements.
- Secure electronics needed for the event. This includes, but is not limited to:
 - Laptop, plus a backup, and a USB flash drive to save TM data. Additional laptops may be required for larger events.
 - Printer to use at the scoring table, along with a connector cable, extra toner, and paper.
 - Projector and screen for an audience display. Additional displays may be required for larger events.
 - Public announcer system to enhance the audience experience and play match sounds.
 - Discuss additional equipment needs with your RSM and/or visit the EP Guide.
- For VRC and VEX U events, confirm you have VEXnet field controllers for competition and Robot Skills fields (not needed for VIQC).
- Order trophies, trophy plates and banners.
- Make arrangements to secure inspection sizing tools.

RobotEvents.com

- Review event listing on Robotevents.com with your RSM, confirm details are correct.
- Determine which awards will be offered with your RSM.

Volunteers

- Invite special guests and sponsors to the event.
- Recruit key volunteers and share [volunteer resources](#) and training [certifications](#):
 - Judge Advisor
 - Head Referee
 - Volunteer Coordinator
 - Concessions Coordinator
- Begin recruiting additional volunteers and share volunteer resources. Refer to the [Volunteer Staffing Guide](#) for a list of volunteers needed and where to find training resources.
- Order Volunteer shirts (optional).

Additional Items

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One Month Before the Event

Venue

- Reach out to your RSM and discuss any concerns or questions about your event.
- Update/confirm your agenda to guide teams and volunteers through the event day.
- Reserve 2-way radios or establish some other method for event-day staff communication.
- Create a safety plan and share it with local emergency and/or security service providers.
- Coordinate event-day custodial services to keep areas clean and well stocked with paper supplies.
- If playing music, create a playlist that is appropriate for all ages.
- Arrange for event photography. Share photos with your RSM and your community.
- Promote your event and send out press release(s).

Volunteers

- Continue to recruit volunteers.
- Ensure your Head Referee and Judge Advisor have completed their [volunteer certifications](#).
- Encourage additional referees to read the game manual, watch referee videos and complete the Head Referee certification (optional).
- Encourage additional judges to read the Judge Guide and complete certification (optional).

Equipment

- Assemble Field Elements/Game Objects you purchased.
- Assemble trophies.
- Confirm equipment including fields, field elements, electronics, computers, projectors, PA system.

Additional Items

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One to Two Weeks Before the Event

Venue

- Reach out to your RSM and discuss any concerns or questions about your event.
- Confirm all venue details with the venue coordinator.
- Have an emergency contact for the facility in case of emergency or miscommunication.
- Confirm concession stand details.

Volunteers

- Order food and beverages for your setup and event-day volunteers.
- Email volunteers details about the event.
- Confirm volunteers have reviewed the training documents needed for their role.
- Create name tags for volunteers.
- If volunteer T-shirts are ordered, confirm delivery and/or organize shirts.

Administration

- Email registered teams with final event details and any last-minute instructions.
- Purchase and organize supplies: pens, self-stick notes, highlighters, paper, stapler, scissors, clipboards, and tape. Gaffers/Wrestling Tape is a great option for walls and floors as it doesn't leave a residue. If using a wireless microphone, purchase extra batteries.
- Create Welcome Packets for each team with pertinent information about the event's agenda and procedure.
- Print and make copies of Judges Materials. These can be found in the [Judge Guide](#).
 - Judge Guide – 1 copy
 - Award Descriptions – 1 copy
 - Judge Sign in Sheet – 1 copy
 - Judge Note to missed teams – 1 for each 10 teams
 - Field Note to Judges – 1 copy for every 10 teams
 - Engineering Notebook Rubric and Team Interview Rubric – 1 per team
 - Awards Scoring and Ranking Sheet – 1 for every 10 teams
 - Interview Tips and Sample Questions – 1 copy per judge
- Print and make copies of the following event documents – These can be found at [RoboticsEducation.org](https://www.roboticseducation.org) or contact your RSM if you need assistance locating them.
 - Game Manual – 1 copy for Head Referee
 - Game Manual Robot Skills Appendix – 1 copy for Robot Skills area
 - Score Sheets – if using tablets to score, you only need to print a few in case of connectivity issues. If you are using paper scoring, you'll need to print enough for all matches including Finals/Eliminations and Robot Skills matches.
 - Robot license plate template for teams without official plates (EP Guide) – 1 copy
 - Event Meeting Announcements – 1 copy
 - Head Referee Anomaly Log – 1 copy
 - Robot Inspection Sheet – 1 per team
 - Field Reset Diagram – 1-2 copies per field

- Create and make copies of the following:
 - Event signage
 - Photography and recording notices (if applicable)
 - List of registered volunteers, with cell phone numbers (1 or more copies)

Equipment

- Confirm equipment including fields, field elements, electronics, computers, projectors, PA system
- Assemble trophies

RobotEvents.com/TM:

- Ensure that all event registration fees are paid by reviewing the team registration report on RobotEvents.com and follow up with teams who haven't paid.
- Create a "Dummy" event in TM to practice using the software and to finalize your event schedule. Note: Do not use your TM or RE codes for dummy events. Contact your Regional Support Manager for any assistance with this critical step.
- If needed: Update TM as needed on laptops and/or Raspberry Pis.

Additional Items

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Day before the Event

Venue Set up

- Team pit areas with tables, chairs, pit signs. Label team pit tables or spaces in team number order to make pit areas easier to find. Signs can be printed from TM under Reports.
- Check-in desk with program fliers, team and volunteer registration lists, pens, containers to collect engineering notebooks.
- Charging stations or power to each pit table. Ensure that the charging stations (if used) are set up with power strips and extension cords.
- Inspection Area: Blank Inspection Checklists, pens, sizing tools.
- Queuing Tables (typically one per field).
- Judges Room with judging materials.
- Concession Stand: Items to sell and cash for providing change.
- Make that sure all cords are safely secured and are set up outside of high-traffic areas. Tape cords down for safety. Gaffers or Wrestling Tape is great for this as it doesn't stick to the floor.
- Post signage, tape, and/or stanchions to direct safe and efficient flow of participants.
- Make sure that the trophies are assembled and displayed in the event area and optional participation or recognition certificates are available for distribution.

Volunteers

- Ensure that supplies are available for volunteers, such as clipboards and pens for referees, highlighters and clipboards for the queue crew, and pens, note pads as needed for Judges.
- Set up a Volunteer break area including snacks and water.

Equipment/TM

- Set up competition, Robot Skills and practice fields.
- Set up scoring table(s) for scoring computer(s), printer, projector, screen, and PA system.
- Test all equipment to ensure that it works properly with TM.
 - Print a test page on the scoring printer to ensure that the printer driver has been properly installed. Make sure that printer paper and an extra toner cartridge are available.
 - Test the speakers to ensure match sounds play properly through the PA system or other speakers connected to the main TM computer.
 - Test all displays, wireless network and mobile scoring devices.
 - VRC Only:** Use TM to test connectivity between scoring computer and VRC game fields to ensure proper driver control and autonomous functions.
- Verify fields are set up correctly according to the Game Manual. Test to ensure field elements are fastened to the field, if applicable.

RobotEvents.com/TM

- Ensure that all event registration fees are paid by reviewing the team registration report on RobotEvents.com.
- Set up the event in TM using your TM and RE Code found on RobotEvent.com.
- Print from Tournament Manager (under reports tab)

- Field and pits signage
- Blank Award Ceremony Scripts for Judges
- Print final team list for check in table
- Participation Certificates (optional)

Additional Items

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Day of Event

Before the Event Begins

- Delegate many activities to key volunteers, you will be busy and you will need assistance. Even the best-run events have unforeseen issues come up. Try to keep yourself free to solve those problems.
- Unlock the doors and turn on the lights and heating/air conditioning. Plan for room temperatures to change as the space(s) fill with participants.
- Open all restrooms. Make sure the restrooms are fully stocked with soap and paper supplies.
- Ensure all parking areas are accessible and signage is posted to direct participants to event check-in.
- Post all banners and event signage to direct participants to their proper event locations.
- Set up snacks and beverages for volunteers. Fuel their energy levels for the day.
- Ensure that accessible seating is available. Check that the game fields are set up properly.
- Test all audio and visual equipment, such as projector(s), screens, Tournament Manager displays and sounds, and the public-address system to ensure that they are working properly.
- Distribute two-way radios, if used, or exchange cell phone numbers among key volunteers.

When Teams and Volunteers Arrive

- Greet your volunteers and teams! Make sure they receive a warm welcome and are directed to the locations for check-in and training meetings. Provide support at the busy check-in tables.
- Greet special guests, sponsors, and members of the media. Share your plan for the event day and direct them to volunteers who can share details about the program and participants.
- Share your event agenda with key volunteers.
- Share the welcome and/or Event Meeting Announcements with presenters.
- Distribute two-way radios, if used, or exchange cell phone numbers among key volunteers.
- Share your safety plan with your key volunteers.
- Ask experienced teams to check game fields to ensure that they are set up properly.
- Collect engineering notebooks at the check-in table. Make sure each notebook has an easy to find team number.
- Make sure that all participating teams are registered and have paid their registration fees.

Before the Robot Matches and Judging Begin

- Check with the team registration desk to ensure that all teams have checked in. Try to contact teams that are not checked in.
- Use the Team Check-In feature in Tournament Manager to indicate teams that are checked in.
- Once the schedule and list of participating teams is established, Regenerate Match Schedule in Tournament Manager, if necessary.
- Check that the volunteer registration desk is making adjustments, as needed, due to no-shows.
- Ensure that lead volunteers coordinate any scheduled volunteer training meetings.
- Make sure that all teams have passed or are prepared to pass robot inspection. Ask veteran teams to support the efforts of other participating teams to pass inspection.
- Print a copy of the Announcer Sheets for the Emcee from TM Reports.
- Print Match Lists from TM Reports for distribution to each team, queueing staff, Scorekeeper/Head Referees, judging teams, and key volunteers.
- Conduct an Event Meeting prior to the start of the robot matches. Use the topics, outlined in the Event Meeting Announcements.

During the Event

- Ensure snacks and beverages are available for all volunteers and lunch is provided for full-day volunteers. Be sensitive to volunteer dietary restrictions. Follow venue food/drink policies.
- Walk around to proactively resolve any issues, answer questions, and provide support.
- Ensure that trash containers are emptied and that the restrooms are clean and well stocked.
- Have the TM Operator periodically save a copy of your event file on a USB flash drive.
- Check with the Judge Advisor to ensure that judging activities are on schedule. Provide updated match and skills rankings when appropriate (See Judge Guide).
- When judging is complete, collect the list of award winners from the Judge Advisor.
- Return engineering notebooks to teams after the judging team has completed their evaluations.
- Have the TM Operator enter the Judged award winners and Auto Fill Winners in TM after the Finals/Elimination Matches have been completed.
- Encourage all teams, volunteers, and sponsors to participate in the awards ceremony, which celebrates the accomplishments of all teams and provides recognition for Judged and performance-based awards.
- Print Award Ceremony Scripts reports located in TM Reports. Develop presentation slides for the awards ceremony in TM Slides tab.
- Thank your volunteers, coaches, mentors, parents, and sponsors for their invaluable support.

After the Event

- Verify the Awards winners and Match scores have been entered into TM.
- Create a backup copy of the TM file on a USB flash drive.
- Upload and finalize all TM results to RobotEvents.com. Call your RSM if you experience any errors when uploading the results.
- Take down all equipment and materials for safe storage and clean the venue, as required.
- Maintain all relevant competition materials until all results have been successfully uploaded.
- Ensure Judge Advisor has collected and destroyed confidential judging materials.
- Establish a plan and a place for participants to pick up lost and found items.
- Send a follow-up message of appreciation to your volunteers.
- Share photos and/or news from the event with the media and your community.
- Reach out to teams and ask for feedback on their experience at your event.
- Reach out to your RSM and share the results of the event.

Celebrate your accomplishments! Remember the smiles! Thank you for your support!