Overview of EP Resources

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Presentation Outline

Four Sections

- Becoming an Event Partner
  - Getting started

- Before Your Event
  - Planning for success

- During Your Event
  - Troubleshooting event issues

- After Your Event
  - Debrief and plan for next time
EP Resources: Becoming an Event Partner
The Event Partner (EP) acts as the coordinator of a planning team that organizes REC Foundation program events, whether they are tournaments, leagues, scrimmages, and/or workshops. The EP is the leader who acts as the liaison between the REC Foundation and the planning team that runs an event.

The EP agrees to uphold:

- Commitment to Event Excellence
- Qualifying Criteria
- Code of Conduct & Student Centered Policy
- All game rules and regulations
Becoming an Event Partner

Where to Start

- Read the EP Guide
- Take the EP Certification Course
- Discuss with your Event Engagement Manager (EEM)
  - What kind of event do you want to run, and when?
  - What equipment do you have / need?
  - What volunteers can you recruit?
- Create a draft budget
  - Your registration costs should cover the costs to run the event and help sustain your program
  - EPs also receive a discounted trophy pack for their first event, and potentially other discounts for products that support their event.
EP Resources: Before your Event
Before your Event

Planning for Success

- All events must be approved by an EEM
  - Your EEM will need to enable your RobotEvents account to have EP access to post events.
  - EEMs help EPs plan around other events in the region to avoid conflicts
- Follow the Event Planning Checklist
- Create a planning team to divide the workload and carry out decisions.
- Use REC Foundation PR & Media templates to promote your event to the community
### Before your Event

**Planning for Success**

- Work with your EEM:
  - EPs in a region often help each other by sharing resources
    - Both equipment resources as well as volunteers
- Gain experience shadowing or assisting an EP at an earlier event
- Use [Tournament Manager](#) to create a template for your event
  - This will inform your event agenda and help you figure out equipment needs
- Create a “Run of Show” including any guest speakers, opening/closing ceremonies, etc.

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EP Resources: During your Event
During your Event

Troubleshooting Event Issues

- An EEM or ESS (Event Support Specialist) often attends events (this will need to be arranged in advance).
  - They are there to help troubleshoot issues and procedures - not to replace the EP or key volunteers.

- If not present, your EEM is still only a phone call away to help solve issues or answer questions.
  - It is better to double check when in doubt - your EEM is a great resource to bring an outside perspective on a problem.
  - Sometimes just talking through a problem with someone helps to clarify a solution.
During your Event

Troubleshooting Event Issues

- Planning ahead will solve many potential issues before they become problems during your event.

- A volunteer coordinator is helpful to assist with managing event staff (particularly for larger events).

- It is important to be flexible - unforeseen questions or issues often arise and need to be accommodated.

- The Game Manual includes rules such as G1 and G2 to guide event expectations and team behaviors.
In many instances EEMs will have a debrief with EPs
  ○ What went well, what can be improved?

EPs are encouraged to volunteer at other events.
  ○ Build local relationships and learn best practices.

Volunteer at the VEX World Championship.
  ○ Local volunteers learn best practices and gain experience at the World Championship - and can bring what they have learned back to your region for next season.

After your Event
Planning for the future
QUESTIONS?
Please type in chat or message staff directly.
THANK YOU