



SELECTING SITE LOCATIONS AND SITE REQUIREMENTS

The final decision on a Competition location is a joint decision between *FIRST* and the Regional Director. Please note the facility must meet *FIRST*'s venue standards and space requirements. Potential venues will be requested to complete a Competition Site Specifications Form (attached) prior to *FIRST*'s Events Manager (refer to Planning Contacts in Introduction section of this Regional Planning Guide for additional information) conducting a site inspection of your potential Competition site to determine if it meets *FIRST*'s requirements. The Events Manager will submit a venue evaluation report to *FIRST*. *FIRST* will then share the report with the Regional Director/Planning Committee.

Venue & Vendor Contracts

The Regional Committee will be involved in venue selection or venue changes, but *FIRST* makes the final selection to ensure that the facility meets *FIRST*'s venue standards and space requirements. *FIRST*'s Events Manager will submit a venue evaluation report to *FIRST*. The Events Manager will work closely with the Regional Committee's Primary Contact in the site selection process; however, venue/site contract negotiations are to be handled by *FIRST*'s Events Manager. **Due to the contract negotiation process, it is imperative that all venue communication be handled directly through the Events Manager rather than the Regional Planning Committee/Director.**

Listed below are some general guidelines for Competition site requirements.

Competition Site

The following spaces are needed for the exclusive use of *FIRST* for four days starting in the morning prior to the start of the Competition through end of final competition day at midnight. The main site must have a playing area at least 80' x 100' with a ceiling height of 25' minimum and un-obstructed viewing for an average of 50 to 70 people per team.

Pit Area

A separate space of approximately 150 sq. ft. per team minimum is needed for the pit area (175 – 200 sq. ft. per team is desirable). For example, for 40 teams the pit areas should be at least 6,000 sq. ft. Access between the pit area and the playing field must be short, level, and at least 6' wide. The 150 square feet is intended for both team space AND aisle space. The intention is for the teams to have a 10'X10' space. Access between the two areas will preferably be via a route other than that used by spectators. The pit area should have direct street loading access. A loading dock is preferred.

The pit area will require (1) 72"x30" table per team. In addition, the pit should be fitted with (1) 110 VAC drop to each team table, which can be run along the floor or be dropped from the ceiling. (The wattage will vary from site to site, but could be anywhere from 500-1000 watts and 10 to 20 amps.)

Additional space requirements on-site

- VIP Lounge - 750 - 1000 sq. ft.
- Judges' Meeting Room - 500-750 sq. ft. within easy walking distance of the field
- Regional Chairman's Award Meeting Room – 100 sq. ft., office or private area free of major event noise and/or traffic.
- Media (press) Room (optional) - 100 sq. ft. Meeting Room with phone lines and electrical power
- Media & VIP Check-in area - main entry area
- Chairman's Award/Autodesk area - approximate 300 sq. ft. for interviews
- *FIRST* storage – 300 - 500 sq. ft.
- AV Storage – 750 sq. ft. desired
- Staff/Volunteer Dining Area – Seating for 100 with food buffet area
- Event Office - 150 sq. ft. Meeting Room with phone lines and electrical power



- Production Office 100 sq. ft. desired (can be combined with Event Office)
- First Aid Area
- Machine Shop - **see following pages for more information**
- Judges' Dinner Meeting (**Thursday**) - **see following pages for more information**
- Team Social (**optional on Friday**) - **see following pages for more information**
- VIP Functions (**Friday or Saturday or both**) - **see following pages for more information**
- Safety Advisors

Machine Shop

The machine shop must be available for the sole use of the Competition from Thursday through Saturday of the Competition week. See Competition Schedule for times. The shop must have 2-3 qualified machine shop staff (from the host site) available to run the machines. The shop should be about 600 sq. ft. in size. Team members are **NOT** allowed to run shop equipment that is owned by the host site.

The shop should have the following equipment:

Vertical Milling Machine – 4" Z axis, 12" x & 6"y - (X/Y Digital read out is useful)
With End Mills (1/16-1/2, two and four flute)
Engine Lathes – 6" swing, 13" bed with associated collets, carbide & HS Tools, tool holders and 3 & 4 jaw chuck
Acetylene Torches (or hand help MAPP)
Drill Press with 14" throat and
Drill Bits (Metric & SAE up to 3/4", hole saws (1. 1.5 & 2") and taps (Metric & English to 3/4")
Band Saw, upright, for materials softer than steel with extra blades
Disc Sander, 12" with Sandpaper, various grits
TIG Welding, with shielding and table
Finger brake, free standing
Work Bench with 6" Vice, Arbor Press and Bench grinder with abrasive and wire wheels
MAPP Gas Torch
Portable Band Saw to cut steel or tubing
Saber saw
Router or Roto-zip
Circular saw
1/2" Drills, 110V & cordless
Clamps, 1 1/2" up to 6"
Supplies: Sledgehammer, ball peen hammer, claw hammer, clamps, screw drivers, torx drivers, Allen wrenches, adjustable wrenches, center punches, hacksaws, files, clamps and fasteners

If the machine shop is not adjacent to the competition venue, a utility-style van, staffed with a volunteer driver(s), is needed to transport damaged robots to/from machine shop and event site. Vehicle insurance is necessary and is required for the drivers.

As much of the above equipment as possible should be on site to cover "first aid" with larger jobs transported to the remote facility. The Events Manager will advise the Regional Planning Committee on the transportation requirements at the initial site inspection. If the machine shop is on campus, a golf cart type maintenance vehicle is appropriate. A quick rule of thumb is a walk of over three minutes, and/or terrain is too difficult to navigate with a simple dolly will require transportation.

Machine Shop must to be available Thursday (8am to 8pm), Friday (8am-6pm) and Saturday (8am to 3pm). The busiest day will most likely be Thursday.



Mobile Machine Shops

NASA has a limited number of mobile machine shops that are allocated for use at selected FRC events through a generous grant provided to *FIRST* by NASA. The scheduling of these mobile machine shops is coordinated through *FIRST* HQ. **If your regional would like to REQUEST the use of a NASA mobile machine shop at your event, please email Hannah Foust, hfoust@usfirst.org, by October 15, 2013. All requests will be considered, however, the final decision on approving requests is made by NASA; and their decision is final.**

Non-NASA Mobile Machine Shops

FIRST welcomes team-provided mobile machine shop facilities/trailers at events, but the proposed facility has to comply with *FIRST* and venue requirements. The mobile machine shop/trailer owner must adhere to the following sections.

Approval and Liability and Security Coverage

- Have *FIRST* approval and clearance prior to each event. E-mail frcteams@usfirst.org to request approval by Kickoff.
- Provide liability coverage. Note that liability coverage at event venues vary, and specific venue policies may further restrict the use of these team-provided mobile machine shops. Without the proper additional insurance certificate, the mobile machine shop cannot be used at the event. The requirements are:
 1. Name *FIRST* as an additional insured.
 2. Fax the certificate to 603-666-3907, Attention: Team Support.
 3. Present a copy of the certificate to the Event Manager on site prior to setting up the machine shop.
- Include an appropriate experienced operator to perform the requested work. Each must be covered under the provided liability coverage.
- Provide for any security requirements. Neither *FIRST* nor the venue will provide these services.

Local Restrictions

Although *FIRST* may approve a local machine shop use at any Regional, there are local restrictions such as fire codes, and venue approval that you must consider as part of the process. *FIRST* will do its best to convey any relevant needs, and work on your behalf to gain venue approval through a professional and legal process.

Other Requirements

In addition to the above, the sponsoring team(s) must:

- Include an electrical source for the mobile machine shop facility;
- Provide Fire Extinguishers as required by local Fire Marshall;
- Provide "Hot Work Permits" required for welding and torch work.
- Provide **inside** area to set up welding booth, if applicable;
- Ensure that ALL teams have the ability to use the tools/machines. Access cannot be restricted to certain teams. The sponsoring team(s) should:
 - Handle job requests through the same counter/process as the *FIRST*/NASA; - provided shop services; i.e.; provide a volunteer to take in and give back the jobs to the teams. This person should be knowledgeable and familiar with machine shop procedures. This procedure should include the sponsoring team's requests.
- Operate **ONLY** during event hours when the Pits are open and
- Provide a contact list with cell phone numbers to be available at the table.

Judge Training and Dinner Meeting (day 1 of Competition)

In general, a location within or near the Competition site must be reserved for a 6:00pm dinner meeting for the judge panel. Typically, the space should be able to accommodate around 25 people, depending on the number of judges and invited *FIRST* personnel. The Regional Planning Committee is responsible for planning the Judge's Dinner. Typically, this is a working sit down dinner with a brief "get to know you" period



of approximately ½ hour at the start. If a purchase order or deposit is required, please contact *FIRST* Procurement for assistance.

The Judge Training may also be held at the venue on day one of the Competition evening as a way of reducing costs. This method also allows for the Judges to get acclimated to the venue layout prior to beginning judging the following morning. If the committee is planning to hold the Judge Training at the venue, identify this with the event manager early so the Event Manager can include this item in the catering plan for the event. This meeting will still be considered working dinner for the judges.

Team Social (day 2 of the Competition)

A Team Social will be planned only if the budget allows. If a Social is to be held, the team social location (25,000 sq. ft. estimate) must be reserved for setup on day 2 of the Competition and held through the afternoon of day 3 of the Competition for breakdown. The Event Manager will review potential themes and menu/setup details (for team socials held on site) with Regional Directors/Planning Committee and Team Social Coordinator. Securing a site for the team social is a responsibility shared jointly by the Regional Director, Team Social Coordinator and the Event Manager. (Note: For planning purposes, estimate an average number of 30 attendees per team) If the team social is held off-site, teams are responsible for providing their own transportation to / from the dinner location.) Please refer to the Team Social Policy and Procedure, found in Policies and Procedures (Section 14) for more detailed information. The responsibility for planning any Team Social held offsite (not held at the event venue) will fall to the Regional Planning Committee, and not by *FIRST's* event management company.

VIP Lounge (Friday or Saturday or both days)

A private room or dining area within the Competition site should be reserved for any VIP events (i.e.: breakfast, lunch, reception or dinner on either day 2 or 3 of the Competition). VIP events and schedule are at the discretion of the Regional Director/Planning Committee and should be discussed and agreed upon with *FIRST's* Event Manager.

Other Non-Competition Related Activities

Regional Planning Committees planning extra-curricular, non-competition related activities at the local event must have these activities approved in advance by VP of Field Operations. These activities include, but are not limited to: T-shirt cannons, flying objects, any activity relating to the playing field or pit area and marching bands. When in doubt, contact the VP of Field Operations. No merchandise may be sold for another entity, even if a portion of the profits go to *FIRST* without specific and prior agreements in place and approved by *FIRST*.

Note: When volunteer bands, cheerleaders or other unpaid entertainers perform at a regional event, Consent and Release forms must be obtained from each one. This should happen in advance of the event, as some of them may be under the age of 18.

Transportation

Teams arrange their own transportation to and from all sites (hotel, competition site, team party location). *FIRST* staff, VIP's, judges, and volunteers are all responsible for making their own transportation arrangements. *FIRST* cannot accept the liability of planned transportation for teams.

Parking

The Competition site should have access to as much free parking as possible and plans should be made for overflow parking. Most *FIRST* teams will arrive at the competition site via team bus. A separate area will need to be sectioned off for team bus parking. Approximately 10 spaces, located within close proximity to venue entrance, will need to be reserved for the machine shop and staff vehicles.

Space for team trailers near the Pit Entrance is needed.



Crowd control and traffic flow are important aspects to the smooth running of these events and should be a part of all planning processes. The local police/security department should be involved in traffic flow coordination and may choose to assign additional details to ensure road safety.

Hotels

Area hotels are used by traveling teams, *FIRST* staff, and out of town VIPs/ judges. Many factors must be taken into consideration when selecting appropriate hotels, including safety (in house security, interior corridors, and over-night management representative), proximity, cleanliness, and rates. Teams, judges, and VIPs are then responsible for making their own travel arrangements and reservations at their own expense.

Catering/Food Service

FIRST has food service menu standards, anything beyond these standards must be approved by the *FIRST* Regional Director and the Director of the *FIRST* Robotics Competition. Any questions about catering and food service can be addressed by the Event Manager for your site.



Competition Site Specifications Rev. 05

Venue Name: _____

Venue Address: _____

Contact: _____

Phone: _____ **Fax:** _____ **E Mail:** _____

This venue must have the required space for four days during the requested week.

Fill in blanks below:

<u>Playing Field</u>	<u>Required Minimum</u>	_____ Room name
_____ Square feet	100' X 80' ft.	
_____ Ceiling height	25 ft. min. desired	
_____ Seating	1,500 minimum, 2,500-3,000 desired	
_____ Power (lighting)	300A/208V/3 phase	
_____ Power (sound/video)	100A/208V/3 phase	
_____ Phone line	Analog phone availability	

Comments: _____

<u>Pit Area</u>	_____ Room name
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_____ Distance from Playing Field	Within 50 yards of Playing Field
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_____ Square feet	6,000 sq. ft. /40 teams
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_____ Power	100A/208V/3 phase
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Comments: _____



FIRST Regional Planning Guide & Manual

Section 2

Judge's Room

_____ **Room name**

_____ 500-750 sq. ft. Meeting Room, within easy walking distance to playing field- We will be setting up to 20 people conference or U-shape with foodservice and minor AV
_____ 1000 watt/120V w/duplex receptacle

Comments: _____

Event Office

_____ **Room Name**

_____ Keyed 150 sq. ft. Meeting Room
_____ 3 phone lines
_____ Power – 1000 watt/120V w/duplex receptacle

Comments: _____

Production Office (Desired, but not necessary)

_____ **Room Name**

_____ Keyed 100 sq. ft. Meeting Room (can be combined w/event office)
_____ 1 phone line
_____ Power – 1000 watt/ 120V w/duplex receptacle

Volunteer Cafeteria

_____ **Room Name**

_____ Seating for 100-125
_____ Food buffet area

VIP Area

_____ **Room Name**

_____ 750-1000 sq. ft. in view or close proximity to playing field, in good repair
_____ Seating for 100
_____ Food Service area

Media Area

(Desired, but not necessary)

_____ **Room Name**

_____ 100 sq. ft. Meeting Room or private area that interviews and work can be conducted
_____ 2 phone lines
_____ Power – 1000 watt/120V w/duplex receptacle

Storage

_____ **Room Name**

_____ 300-500 sq. ft. for large boxes, crates, with easy access for a pallet jack.
If in a separate room, must have a door with a 40" wide opening.
_____ 750 sq. ft. for A/V storage *desired*



Chairman's Award Interview Room _____ **Room Name**

_____ 300-500 sq. ft. for private interviews of our teams chairman's award. We will set 1 or 2 6' tables and up to 6 chairs. Should be free of major noise of event

Dean's List Award Interview Room _____ **Room Name**

_____ 300-500 sq. ft. for private interviews of our Dean's List students. We will set 1 or 2 6' tables and up to 6 chairs. Should be free of major noise of event

Preliminary setup may begin Tuesday, with bleacher installation and/or floor covering. (Venue dependent)

A production house associated with *FIRST* may contract the labor for this event.

Day 1 setup will begin at 8 am and finish in the late evening. At 8 am, the first of 5-6 tractor-trailer trucks arrive for unloading. Rigging will also begin in the morning.

Day 2 at 7:00 am, setup continues, the teams arrive and practice until 8 pm. Friday and Saturday will be the competition, 7 am – 6 pm, with teardown on Saturday, 5 – 10 pm.

Catering will start Day 1 morning and continue through Day 4 with 3 meals and 2 breaks most days.

Services Needed:

- Electrician Day 1 8 am – 8 pm; Day 2, on call, 8 am – 8 pm
- Security (24 hours) Day one 8 am – Saturday 9 pm
- EMT Day 2 7:30 am – 8 pm; Day 3 and 4 7:30 am – 6 p.m.
- Forklift Day 1 8 am – 2 pm; Day 2 8 am - 3 pm; Day 4, Noon – 10 pm
- Genie Lift Day 1 – 9 am – 1 pm
- Loaders (4) Day 1 8 am – 2 pm; Day 2 8 am – 2 pm; Day 4, 1 – 10 pm
- Riggers (3) Day 1 8 am – 1 pm; Day 4, 4 pm – 8 pm
- Stagehands (10) Day 1 – 8 am – 6 pm; Day 2 (2) 8 am – 6 pm; Day 3 (2) 8 am – 10 pm, (8) 5 pm - 10 pm (To Be Determined by Sargent Production Services)

Other Venue Specifications

Loading dock specifications – size of entry door, and if ground level or dock

In House Unions? Please list separately

In House Catering Options – Please name company and contact info:



Concession area - Please list contact info if separate

Shipping Information – Advance and on site- Please list address if separate from offices

Rigging Restrictions

Signage Restrictions

Other Venue Services Available

Please note the following items and comment on availability

_____	Public Pay Phones
_____	Machine Shop area or on-campus machine shop
_____	Van parking, if machine shop not onsite
_____	Fork Lift and scissor lifts available
_____	Emergency Medical Technician Services
_____	Electrician Services
_____	Custodial Services
_____	In-House Security
_____	On-site venue coordinator
_____	Daily Labor available - If college campus, do you have a pool of Student labor?
_____	Public Parking Options- Rates _____
_____	Handicapped Accessibility
_____	Marquis Posting Option

Additional Comments: _____



Sample Competition Site Schedule

Note: This example pertains to venues without bleacher installation.

Day 1

7:30 – 8:30 AM	Unload trucks Setup Audio Visual
1:00 PM	Robot Delivery Lay carpet Set field/set pit Signs/Banners hung
6:00 PM	Volunteer Training Security on Duty (PM) & overnight

Day 2

7:45 AM	Open Pits for limited team access (3 team reps to uncrate robot)
8:30 AM	Team Arrival/ Pit Open
8:30 AM - Noon	Team Registration Robot Inspection Machine Shop Open
10:00 AM – 4:30 PM	Practice Rounds Begin
6:00 PM – 8:00 PM	Judges' Dinner
8:00 PM	Pit & Machine Shop Close Setup for Competition Completed Security on Duty

Day 3

8:00 AM	Pit Opens Machine Shop Opens
9:00 AM – 9:30 AM	National Anthem/Opening Ceremony
9:30 AM	Competition Matches Begin (regional dependent)
4:30 PM	Competition Matches End (regional dependent)
4:45 PM	Friday Awards on field Setup for Final Day of Competition Security on Duty
6:00 PM – 10:00 PM	Team Social (optional)

** VIP brunch, luncheon, reception or dinner * (can be Day 4 as well or instead)

Day 4

8:00 AM	Pit Opens Machine Shop Opens
9:00 AM – 9:30 AM	National Anthem/Opening Ceremony Competition Matches Begin (regional dependent)
12:00 PM	Competition Matches End (regional dependent)
12:00 PM – 12:15 PM	Alliance selections
1:15 PM	Elimination Rounds Begin
4:30 PM	Saturday Awards on the Field
6:00 PM	Pits close, crates packed
6:00 PM – 8:00 PM	Load out