

District Events Site Requirements

This document is to provide some information as to the general requirements needed to host a *FIRST* Robotics Competition District Qualifying event. Additional information can also be found in the [Regional Site Requirements](#) guide and used as a reference when determining the best available space to host an event.

Space Requirements

- **Competition Field:** space at least 130' x 80'
 - Seating capacity - 1,000+ (ideally; fewer seats possible on a case-by-case basis)
- **Pit Area:** 7500 sq./ft., ability to provide power, close proximity to main competition field
- **Ancillary rooms:**
 - 5 average size rooms ~ 15' x 15'
 - (Prayer, Quiet, Mentor Lounge, 2 Interview rooms for Judging)
 - 1 Volunteer Lounge – small cafeteria size ~ 40x70' (round tables for 70 people)
 - 1 Event office ~ 10'x10'
 - 1 Judges' Room - about 20'x30' (U-shape setting for 30 people)
 - EMT/FIRST Aid space (10x10) (optional) (can be in the pits)
 - VIP space – optional

Other Items:

- **Forklift & Operator** – two 4-hour sessions
- **IT Support:** onsite day before start, ethernet drops as required, commitment to no maintenance shutdown, management of Wifi networks required
- Facility provided **floor covering** e.g. vinyl roll (if gym floor or ice covers on ice rinks)
- **Machine Shop:** provided by facility or *FIRST*
 - See the [Machine Shop Event Guide](#) for more information.
- **Parking:** 300-500 vehicles, trucks, trailers
- **Furniture** to support auxiliary rooms and main field areas.
 - 200 chairs; ~100 tables

Resources:

- First Aid: 3.5 days x 12 hour days (1 person)
 - (e.g 4pm-9pm - Fri and 8am-8pm Sat/Sun)
- Overnight Security - 1 person - provided by the venue
 - (e.g. 7pm-7am Thu/Fri/Sat)

Additional Venue-Related Resources and Questions

- Suitable seating - 1000 or more is preferable; fewer seats is possible.
- Are bleachers mobile pieces that pull out?
- Are there overhead doors that access the main gym area?
- Do entries to main gym doors have removable mullions?
- Any pipe and drape if available
- Any stanchions if available
- House AV available?
 - Screens to display game field / sound system
- Any other viewing areas if bleachers are full

- Catering is provided for volunteers/judges for Fri-Sun (breakfast, lunch and dinner). Hot meals are required. Dietary considerations are extremely important. Is catering in-house and what are the options to provide catering for event.
- Any Concessions stands/food outlets for teams to have food during the event

Event hosts can use the below table as a starting point as you identify venues and identifying venue contacts and things to consider for each area. This table is a guide and suggested starting point and is not a requirement, as each venue/District may handle venue selection differently.

Areas	Name (at Venue)	Identified	Comments
Competition Area: The designated playing area must be <u>at least</u> 80' x 100' with a high ceiling			
<p>Pit Area: A 10'x10' space per team is needed in the pit area, preferably. (30-35 teams per event)</p> <p>Additional space is needed for aisles and pit administration/robot inspection facilities</p> <ul style="list-style-type: none"> • Each team pit will require 110 VAC drop and a 72"x30" table secured and provided by <i>FIRST</i> vendor • Access between the pit area and the playing field should be short, level, at least 6' wide and preferably is not also utilized by spectators • The pit area should have direct street loading access <ul style="list-style-type: none"> ○ Double doors for access and pit equipment, carts etc. ○ Loading dock – elevated and/or flat with fork lift availability? ○ Will trucks require lift gates? • Fork Lift, Driver must be hired for 4 hours minimum and has no limit on how late. 			
Judges' Meeting Room: The judges meeting room should encompass 500-750 sq. ft. and be within easy walking distance of the field			

FIRST Impact Award Interview Area: approx. 300 sq. ft. for interviews. This area should be quiet and free from distractions			
Dean's List Award Interview Area: approx.. 300 sq. ft. for interviews. This area should be quiet and free from distractions			
Volunteer Lounge: The volunteer dining area should provide seating for 50+ and space for food buffet service			
First aid area: The first aid area should be within convenient walking distance of the pit and competition field			
Machine Shop: The inclusion of a machine shop is optional – Venue or <i>FIRST</i> ?			
Parking: The site should have access to as much free parking as possible and plans should be made for overflow parking <ul style="list-style-type: none"> • Parking for team vehicle and trailers • Team members (10 parking spots per team) • Staff/volunteer parking (preferred location if possible) 			
VIP Lounge: to engage (optional) VIPs at district events, a VIP lounge with an unobstructed view of the field is recommended			
Event Office: for administering all direction supporting the event and schedule			
Quiet Room - See the Quiet Room Event Guide for more information.			
Prayer Room			

Internet Drops: two required for the FMS table, with possible third for the webcast			
2-3 20-amp electrical access points: for FMS table			
Flooring – Coverings: facility provided vinyl cover for main game field surface and/or pit area?			
FIRST Flooring Covering: provides ¼” ply board and carpet to protect flooring and provide robot conducive surface for game play			
Other <ul style="list-style-type: none"> IT Checklist – <i>FIRST</i> will work with onsite IT personnel to assist with needs in advance of the event. <ul style="list-style-type: none"> Check with Facility IT on access points outside for interference. 			