Event Preparation

Competing at *FIRST*® Robotics Competition events is the end result of a lot of planning and preparation.

Prior planning will set your team up for a less stressful and more successful event experience.

Planning Before an Event

- ❏ Check out these helpful *FIRST*® resources
- ❏ Go through this workbook and its questions with your team.
- ❏ This worksheet includes the **following sections**:

1. Before the Competition
2. What to Bring
3. Meals
4. At Competition
5. Appendix - Sample Packing List

01 BEFORE COMPETITION

DISCUSSION

Think of all of the things you need to put into place well before the event (2 months or more)

1. What do you need to talk to your school administration or parent organization about? (Permission, rules, screening for adults, medical information, etc.)

1. Have you arranged for transportation to and from the event for your team and robot? What time does load in start?

1. Have you arranged for lodging/housing at the event?

01 BEFORE COMPETITION

DISCUSSION

Think of all of the things you need to put into place before leaving for the event.

4. Who will chaperone? Have they all passed a form of youth protection (*FIRST* Youth Protection Program, or other process required by your school or organization)?

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5. Does your robot meet all the requirements for competition? (think of weight, size, bumpers, etc. Check the Inspection Checklist)

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6. For attendees: Is your team roster up to date on the *FIRST* dashboard? Do all team members have a signed *FIRST* Consent and Release form? Instructions can be found on the Youth Registration webpage.

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02 WHAT TO BRING

DISCUSSION

Think of all of the things you need to bring to the event..

1. Do you have a packing list? Who is responsible for making sure it is filled?

1. Do you have all of the robot spare parts you need?

1. What else do you need to bring? Correct tools, scouting materials, printed roster?

03 MEALS

DISCUSSION

Make a plan for feeding everybody. Local trips require at least lunch, overnight trips may need multiple meals

1. How will everybody be fed? (venue pre-orders, bring your own, team meal, etc.)

1. Do you have enough water to keep everybody hydrated?

1. What food allergy/dietary restrictions do you have to accommodate on your team?

04 AT COMPETITION

DISCUSSION

Think of everything you need to do when you arrive

1. What do you need to do when you arrive? Check in, load in, etc.

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Suggestions:

- Know what time load in starts
- Get inspected early
- Get your radio configured
- Get into as many practice matches as you can
- Attend the drivers' meeting
- Ask other teams for help if you are unsure

05 APPENDIX

Sample Packing List (Add items to the list below)

Sample list of items to bring:

1. Robot
    a. Driver station w/charger
    b. Controllers
    c. Robot cart
    d. Bumpers
2. Batteries with charger
3. Safety equipment
    a. Safety glasses
    b. Battery Spill kit
    c. First aid kit
4. Spare robot parts
5. Toolbox/tools
6. Spare material, fasteners
7. Team handouts/giveaways
8. Scouting materials
9. Team roster
10. Judging materials

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