



FIRST Robotics Competition Annual Timeline

Some of the information provided in this timeline are dates that are made public.

You can see exact dates for those items on the *FIRST* Robotics Competition Season Calendar.

(You can find that here: <https://www.firstinspires.org/robotics/frc/calendar-month>)

January

- Kickoff!**
- Send link to teams for the wood field perimeter
- Recruit Volunteers
- Prepare Speaker Request Document
- Confirm Sponsor/Exhibitors Booths
- Send Exhibitors Package
- Weekly Team Blasts to attending teams begins, optional
- Approve Volunteer Apparel Order (if order is over the allotment provided by HQ)
- FTA Confirmed by HQ
- Review Team updates and the Q&A System for the *FIRST* Robotics Competition Game
<https://www.firstinspires.org/resource-library/frc/competition-manual-qa-system>
- Gather Logos/videos for event
- Confirm On Site Manager (Show Ready)
- Review Truck Schedule from HQ
- Determine Lunch Boxes for teams, if applicable
- Determine VIP, Volunteer, and staff parking
- Website updated to reflect event information, locally
- Provide address to receive carpet
- Provide address, POC, and location inside venue for NASA Machine Shop, Argon Gas shipment, (if applicable) to HQ
- Venue tour
- Confirm AV, DJ and webcast operator
- Confirm VC has assigned all remaining Key Volunteers Roles (**due by January 31st**)
- Confirm venue shipping address for missing parts.
- Confirm venue will allow welding
- Confirm venue has fire extinguishers for rent for teams with easy up tents in their pits
- Submit to HQ Sponsorship Reports
- Program book **deadlines begin now through March**, depending on event week
- Sponsor PowerPoint deadlines **begin now through March**, depending on event week
- Kickoff Vouchers Available (for teams)
- FIRST* Choice Round 2 (for teams)
- Additional Event Payment Deadline (for teams)**

February

- Program Information Due to HQ
- Review Event Slide deck (from HQ)
- Signage Printed - sponsors, etc
- Attend Rollout meeting with all parties/ do a walk through with all parties
- Team Guide Sent, if applicable
- Social Media/News Release Sent
- Check Teams for Woodie Flowers Winners & Finalists
- Check teams for Dean's List Winners & Finalists
- Finalize agenda for Tech Row & Scholarship
- Confirm VIPs
- Follow up and Confirm Speakers
- Confirm WI-FI venue information via a process determined by *FIRST*
- FIRST* Impact, Woodie Flowers, and Dean's List **Submissions Due (for Teams)**
- Submit to HQ Sponsorship Reports
- Catering Counts (send to Show Ready)

March

- Event!**
- Email Team Reminders and Updates
- Delivery of HQ Equipment/Trailer
- Website updated with Competition Results and Next Season Information
- Media Release with Competition Results
- Make your Championship travel arrangements
- Submit to HQ Sponsorship Reports
- Team Forecast

April

- Event!**
- Championships*
- Off-Season events Confirmed - Optional
- New Season Theme Revealed
- Thank You Notes Sent Volunteers (VC) and Sponsors/Speakers
- Check in with teams after the event
- Submit to HQ Sponsorship Reports
- Register for Community Conference

May

- Sponsorship Requests
- Planning Committee Confirmed
- Team Registration Opens
- Make Community Conference Travel arrangements
- Submit to HQ Sponsorship Reports
- Annual Partner Updates (including Data Protection Training)

June

- Touchbase with Planning Committee
- Sponsorship Requests
- Community Conference
- Watch for local team grant opportunities
- Attend Off-seasons - Optional
- Workshops and Camps - optional
- Order On Demand literature for recruiting
- Submit to HQ Sponsorship Reports

July

- Touchbase with Planning Committee
- Sponsorship Requests
- Prepare Exhibitors Package - optional
- Opportunities to update new season documents
- Attend Off-seasons - optional
- Workshops and Camps - optional
- Review *FIRST* Brand guidelines
- Submit Sponsorship Reports to HQ**
- Confirm with Sponsors if they will providing a local video, if applicable
- Check Box.com for National sponsor videos

August

- Touch base with Planning Committee
- Sponsorship Requests
- Workshops and Camps - Optional
- Submit to HQ Sponsorship Reports
- Event venue location and event dates due to HQ**
- Sign up to host a kickoff

September

- Meet with Planning Committee
- Team Event Preferencing Opens – Round 1 (for teams)
- Kit & Kickoff **Sign Ups Begin** (for teams)
- Drive Base opt Out (for teams, Veterans only)
- New Team Grants Application Closes (Date TBD)
- NASA Grant Closes (Date TBD)**
- Confirm Key Volunteers
- Venue Confirmed/Contract Signed
- Machine Shop Confirmed (NASA or otherwise)
- Website Updated, Local Website
- Venue Address confirmation for any shipping from HQ
- Submit to HQ Sponsorship Reports**
- Start recruiting Judges

October

- Meeting with Planning Committee
- Team Event Preferencing Opens – Round 2 (for teams)
- Additional Event Registration Opens (for teams)
- Contract for Venue Signed (Show Ready)
- Sponsorship Confirmed
- Kit & Kickoff selection for teams opens
- Sustainability Grant Application Closes (Date TBD annually)**
- Judge Advisor & Volunteer Coordinator nominations due to HQ
- Submit to HQ Sponsorship Reports
- Start preparing for drayage
- Provide program book coordinator information to HQ
- Safety Animation Award Opens (for teams)
- FIRST Championship Waitlist Registration Opens (for teams)**
- Volunteer of the Year Submission to HQ

November

- Meeting with Planning Committee
- Begin layout plans (with Show Ready). Determine rooms needed.
- Volunteers Recruited
- Lead Robot Inspector and Head Referee nominations due to HQ
- Order Cardstock - optional
- Determine Event Activity Schedule (demos, Business tables, etc)
- Submit to HQ Sponsorship Reports**
- FIRST Impact, Woodie Flowers, and Dean's List submissions open**
- Event Registration Closes (for teams)**
- Initial Event **Payment Deadline (for teams)**
- Kit & Kickoff **Sign Ups Due (for teams)**
- Pre-Kickoff Vouchers Released (for teams)

December

- Meeting with Planning Committee
- Confirm Venue Layout (with additional rooms as necessary)
- Catering Information Confirmed (Volunteers, VIP Meals, Team Meals)
- Volunteers Recruited
- Show Ready Onsite Lead Confirmed
- Social Media Posts Begin
- Secure drayage for Robot Transportation Exemption teams attending your event (HQ will reach out if there are)
- Confirm Public Schedule
- Order On-Demand literature for the region, if more is needed
- FIRST* Choice Round 1 (for teams)
- Safety Animation Award Closes
- Submit to HQ Sponsorship Reports
- Send link to teams for the wood field perimeter
- Review annual updated Media Kit