

		Minimum Standard	√ Better	√ Best Practice	√
Safety	<i>Pit Safety</i>	1 -EMTs are located on site and are on radio		EMTs are located near or at Pit Administration and are on radio	
		2 -Reportable injuries sustained receive appropriate on site attention within five minutes.	No incidents requiring completion of an incident report (only minor injuries handled by EMTs).	No injuries	
		3 -All teams and visitors wear safety glasses			
		4 -A volunteer asks teams to keep aisles clear when it appears there is a problem	A volunteer periodically walks the aisles and reminds teams to keep them clear	The aisles are regularly patrolled by crowd control keeping them clear and easy to navigate.	
		5 -[BAG AND TAG ONLY] All bagged robots are brought in to and removed from the venue safely			
	<i>Reporting</i>	6 -Medical Incident reports completed and sent to <i>FIRST</i>		No reported injuries	
Audio/ Visual	<i>Main Arena Lighting</i>	7 -72 source four PAR units to wash the entire playing field and drivers stations with light [FLEX/DISTRICT ONLY] 30-40 PAR units OR house lighting levels if equivalent to well-lit gymnasium (75 fc or better as a target)	Includes custom designed lighting to enhance the game appearance and special lighting for projection wall and banners	Special effects for ceremonies. Robotics special effects lighting.	
	<i>Main Arena Audio</i>	8 -High quality public address for 3500 seats to fill entire playing area [FLEX/DISTRICT ONLY] High quality public address system to cover entire playing and audience area.		Line array PA	
	<i>Video Projection</i>	9 -Pit Projection of team rankings only	Two small projection systems or two 20" monitors on carts for live action and display of team rankings	9x12 flown screen w/ 5k projector for live action	
		10 -Two 5000 Lumen projectors (1 backup) [FLEX/DISTRICT ONLY] 3000 Lumen projector, XGA resolution			
		11 - 9' x 12' Front Screen	12' x 16' Front Screen		
		12 - Two camera package – both tripod mounted with long lens (one backup)	Two camera package – one handheld and one tripod mounted with long lens	Three camera package – two handheld and one tripod mounted with long lens	
	<i>Pit Area Audio</i>	13 - A small PA system for the pit area (usually 8,000-11,000 sq.ft.)			

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Venue	<i>Main Arena Seating Area</i>	14 -Preferred seating for 1750 to 2500 or 35 per team (no bleachers preferred)		Preferred seating for 2500 to 3000 or 50 per team		Preferred Seating for 3500 or 65 per team	
	<i>Pit Area</i>	15 -Flat floor space of less than 150 sq. ft. per team or split pit is required, in adjacent building or tent.		Flat floor space of 150 – 175 sq. ft. per team, in same building with space for a practice field.		Flat floor space of 175 – 200 sq. ft. per team, in same building with space for a practice field.	
		16 -10 foot aisles		12 foot aisles		15 foot aisles	
		17 - Distance to playing field over 70 yards or pit is on a separate level		Distance to playing field does not exceed 70 yards		Maximum distance to playing field is 50 yards.	
	<i>Load In/Out</i>	18 - [BAG AND TAG ONLY] All bagged robots are in place in time for official opening of pits. All bagged robots are removed by pit close on final day		[BAG AND TAG ONLY] All bagged robots are in place and inspected for proper bag and tag procedures by inspectors by official opening of pits.		[BAG AND TAG ONLY] All bagged robots are in place and approved for unbagging by inspectors by official opening of pits.	
	<i>VIP Area</i>	19 -Less than 900 sq. ft. or is not in close proximity to the field, food service in adjacent room.		1000 – 1200 sq. ft. or more area in close proximity to the field		1500 sq. ft. or more area with excellent view of the field	
	<i>Judge Main Area</i>	20A -Is a quiet meeting room of under 600 sq. ft.		Is a quiet meeting room of 600 sq. ft. minimum		Is a quiet meeting room of 750 sq. ft. minimum	
	<i>Judge Interview Room – Chairman’s Award</i>	20B - Is a quiet meeting room of under 300 sq. ft.		Is a quiet meeting room of 300 sq. ft. minimum		Is a quiet meeting room of 300 sq. ft. minimum	
	<i>Judge Interview Area – Dean’s List Award</i>	20C - Is a quiet meeting room of under 300 sq. ft.					
	<i>Staff/Volunteer Cafeteria</i>	21 -A food buffet area with seating for less than 75		A food buffet area with seating for 75 -125		A food buffet area with seating for over 125	
<i>Machine Shop</i>	22 -Within 10-15 minutes driving distance from the site		Within walking distance from the site		Inside the venue or directly outside the loading dock		
Field Mgmt.	<i>Field Timing</i>	23 -All schedules met within 15 minutes of posted times		All schedules met within 10 minutes of posted times		All schedules met within 5 minutes of posted times	
	<i>Field Test</i>	24 -Complete field test done Day 0 by 10 PM				Complete field test done Day 0 by 6 PM	
	<i>Team Plays</i>	25 -8 plays per team minimum		> 9 plays per team		> 10 plays per team	
	<i>Team Issues</i>	26 -Some team concerns result in e-mails or letters requiring FIRST follow-up		Some team concerns resolved onsite		No major team concerns	

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Pit Administration	<i>Setup</i>	27 -Match schedule distributed to teams tables in morning before matches begin				Match schedule distributed to teams tables on evening before matches begin	
		28 -Spare Parts, Pit Announcer, Pit Administration and EMTs are all located on same floor				Spare Parts, Pit Announcer, Pit Administration and EMTs are all located within 50' of one another in the Pit Area	
	<i>Pit Closing</i>	29 -All teams out of Pit Area within 10 minutes of designated closing		All teams out of Pit Area with five minutes of designated closing		All teams leave Pit Area at designated closing time	
	<i>Registration</i>	30 -All teams are registered day before seeding matches evening before the Pit closes		All teams are registered by noon day before seeding matches...		All teams are registered immediately upon entering the pit day before seeding matches	
	<i>Inspection</i>	31 -All robots are inspected before play begins on Friday morning		All robots are inspected before the Pit closes on Thursday evening		All robots are inspected before Thursday evening dinner	
Volunteers	<i>Volunteer Coordinator</i>	32 -Volunteer Coordinator has no experience, is trained and on site Wed PM to Sat PM 100% of the time		Volunteer Coordinator has one year experience, is trained and on site Wed PM to Sat PM 100% of the time		Volunteer Coordinator has over one year experience, is trained and on site Wed PM to Sat PM 100% of the time	
	<i>Key Volunteers</i>	33 -Some key volunteers require partial training by FIRST staff on site		All key volunteers received training prior to event			
	<i>General Volunteers</i>	34 -Event is adequately staffed.		Event is fully staffed.		Event is fully staffed and a pool of floaters exists to cover absences or relieve people.	
		35 -Volunteers are assigned to a position prior to the event.		Volunteers are assigned to and notified of their position prior to event.		Volunteers are assigned, notified of their position and receive a position description prior to event.	
		36 -Less than 30% of the volunteers are trained the day of the event.		At least 70% of volunteers are trained Wednesday evening at the Volunteer meeting.		At least 80% of volunteers are trained Wednesday evening at the Volunteer meeting.	
	<i>Volunteer Screening</i>	37 -Fewer than 75% of the volunteers have registered in VIMS and are screened prior to the event, those that have not been screened are paired with screened volunteers		More than 75% of the volunteers have registered in VIMS and are screened prior to the event; those that have not been screened are paired with screened volunteers.		100% of the volunteers have registered in VIMS and are screened prior to the event.	

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FIRST Experience	<i>Production</i>	38 -Production values (light/sound/video) meet minimum standard.		Production values (light/sound/video) meet the “full” standard. Sound, lighting and video are balanced and flow well together		Optional effects included to add an inspiring combination of performance and sporting competition	
		39 -Some enthusiastic crowd shots are shown on video		Plenty of enthusiastic crowd shots are shown on video		Participant interviews are added to large quantity of crowd shots	
	<i>Playing Field</i>	40 -Playing field is mostly visible without projections		Playing field is completely visible without projections		Playing field is highly visible without projections and participants are in close proximity	
	<i>Attendance</i>	41 -Audience seating is half full		Audience seating is mostly full (75%=)		Audience seating is near capacity	
	<i>Staff and Volunteers</i>	42 -Staff and volunteers are helpful and friendly		Staff and volunteers are friendly, helpful and visible		Staff and volunteers are friendly, helpful, visible and content.	
		43 -Planned lunch break is reduced to make up schedule. Food is available on schedule but may need to be delivered to volunteers.		Planned lunch break taken to allow break for staff, volunteers and teams. Food is interesting and available on schedule		Planned lunch break taken to allow break for staff, volunteers and teams. Food is interesting and available on schedule for other breaks as well as meals.	
	<i>Audience</i>	44 -Audience energy level has highs and lows throughout the day or event		Audience energy level varies during the event but ramps up Saturday.		Audience is energized and level does not wane, throughout the day or event	
	<i>Emcee/Announcer</i>	45 -Emcee and Announcer keep teams and audience informed and engaged most of the competition; occasional lapses.		Emcee and Announcer keep teams and audience informed and engaged during entire competition.		Strong chemistry between Announcer, Emcee, and audience keeps spectators informed engaged and creates energy.	
	<i>Invited Speakers</i>	46 -Speakers are relevant				Speakers are relevant and interesting	
	47 -No local dignitary appears.		A local dignitary or celebrity appearance		<i>FIRST</i> Board Member makes an appearance		
Sponsorship	<i>Funding</i>	48 -Sponsorship attains 90% of budgeted level to cover all regional expenses and required cost reductions do not impact event		Sponsorship exceeds the budgeted level to cover all regional expenses and a team social or AV upgrade is added		Sponsorship exceeds the budgeted level to cover all regional expenses and a team social and AV upgrade are added	
	<i>Receipts</i>	49 -Cash receipts at <i>FIRST</i> exceed 35% of total by March 1 st and 100% by May 30 th .		Cash receipts at <i>FIRST</i> exceed 35% of total by January 1 st and 100% by May 1 st .		Cash receipts at <i>FIRST</i> exceed 35% of total by January 1 st and 100% by event date	
	<i>Recognition</i>	50 -Top sponsor names are in Regional electronic recognition on site		Top sponsor names are in Regional Program Book and in Regional Electronic recognition on site		All sponsor names are on the Regional Banner, in electronic recognition on site and in the Regional Program Book	
	<i>Speakers</i>	51 -A key sponsor representative speaks at an award ceremony		One key sponsor representative speaks at each ceremony		More than one key sponsor representatives speak at each ceremony.	

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Media/Public Relations	<i>Staff</i>	52 -Public Relations Manager role assigned		Local Public Relations/Media Relations Agency in place		Ongoing Media/PR Manager role assigned to Regional Committee Member (3 year + term)		
	<i>Media</i>	53 -Local media list developed and prioritized				Local media list developed and prioritized for target media		
						Story lines/pitches developed – includes key teams for highlighting		
					Spokespersons identified and prepared with key messages		Spokespersons identified and prepared with key messages (board members, sponsors, teams, mentors)	
	<i>Facility</i>	54 -Media Registration Desk shared with VIP Registration Desk – manual registration			Separate Media Registration Desk and VIP Registration Desk staffed with manual registration		Separate Media Registration Desk and VIP Registration Desk staffed with electronic registration	
						Media center room available and staffed		
	<i>Materials</i>	55 -Media credentials produced and distributed on site				Media credentials produced and distributed at Registration Desk		
		56 -Press kits produced and distributed to media						
		57 -Media guidelines produced and distributed to media						
		58 -Pre-Event Media Advisory produced and distributed						
		59 -Pre and or post event Press Release distributed to media list			Pre-event Press Release, in process event press release and post event press release distributed with photos			
	<i>Measurement</i>	60 -Post event media coverage summary report produced			Post event media coverage summary binder and report produced.			