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:

  01. Before the Competition
  02. What to Bring
  03. Meals
  04. At Competition
  05. Appendix - Sample Packing List
B E F O R E  C O M P E T I T I O N

D I S C U S S I O N

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.)
   ____________________________________________
   ____________________________________________
   ____________________________________________

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

3. Have you arranged for lodging/housing at the event?
   ____________________________________________
   ____________________________________________
   ____________________________________________
B E F O R E  C O M P E T I T I O N

D I S C U S S I O N

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)?

__________________________________________________________________

__________________________________________________________________

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

__________________________________________________________________

__________________________________________________________________

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.

__________________________________________________________________

__________________________________________________________________
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?

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. 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.)

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__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

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

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

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

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
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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__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
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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
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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__________________________________________________________________