

# FIRST® LEGO® League Jr. Expo Checklist

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## Select a Date and Place

- Choose a date and time for the Expo.
- Select a place to hold your Expo. Be sure that it will have enough space for the event, and account for any technical needs.
- Decide if the Expo will be a public event or an invitation-only event.

## Plan the Agenda

- Include time for all teams to meet with reviewers.
- Include a Closing Ceremony with a High-Five line.

## Promote the Expo

- Communicate information about the date, time, and place to all involved in the Expo.
- Post Expo information to your organization's website and/or other social media channels.

## Recruit Volunteers

- Decide how many volunteers you will need for the Expo and their roles — including reviewers, an emcee, and activities supervisors.
- Try asking community members, parents, college students, employees of local businesses, etc. to serve as volunteers.
- Let volunteers know when they will need to arrive and how long they will need to stay.

## Plan Activities

- Determine what activities you will offer while team members are not meeting with reviewers.
- Plan what materials you will need for the activities and who will supervise them.

## Gather or Purchase Supplies

- Decide if you will provide refreshments, and if so, purchase any needed supplies.
- Print participation certificates.
- Determine if you will distribute team awards, and if so, what you will use for each award (a certificate, a LEGO® model, etc.). Be sure that all team awards are taken from the FIRST® LEGO® League Jr. Standard Awards List.

- Consider borrowing or purchasing one or more “media” carts for teams to use to transport their Team Models and *Show Me* posters.
- Purchase any additional supplies needed for the Expo.

## Hold a Meeting for Reviewers

- Some time before the Expo starts, hold a brief meeting for reviewers to let them know what to expect during the Expo.
- Show the Reviewers Meeting PowerPoint.
- Review the Expo schedule, the FIRST LEGO League Jr. Challenge, and the procedures for the Closing Ceremony and High-Five line.
- Share the Sample Reviewer Questions.

## Set Up

- Set up a table for each team to display its Team Model and *Show Me* poster.
- If possible, create a separate area for reviewers to meet with individual teams.
- Set up the areas where any additional activities will be held.
- If you plan to use a sound system, play music, and/or use other technology, test all equipment.
- Make sure you have enough outlets and extension cords available for teams.
- Set up enough seating for coaches, team members, and families to use during all parts of the Expo.

## During and After the Expo

- Communicate to teams where their space is.
- Provide reviewers with the Sample Reviewer Questions, and remind them of what to do.
- Ensure that you have enough participation certificates — one for every team member.
- Make sure that reviewers meet with every team. If you are giving out team awards, have reviewers help assign the awards.
- Execute a Closing Ceremony with a High-Five line.
- Thank everyone for their participation.
- Clean up.