



EVENT CHECKLIST



1 Month Prior

- Date, Location, Space is approved
- Signup form: link is editable
- Social Media and Email invites are send out
- Space Plan
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1 Week Prior

- AV department equipment requested (TV / Projector/ Sound)
- Equipment List: Tables, Chairs, Whiteboard, Fresh Markers, Clipboards
- Have Judges
- Robotic Engagements tested
- Course Designed + Test flown (JV & Varsity)
- Finish Line Located
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1 Night Prior

- Course** Constructed & robotics powered
Courses test flown (target 20s lap times)
- Pits** Chairs w/ Freq on back Chairs, 4 teams of 2 chairs: 8' apart / team
- Announcing** Projection Sound Timing
- Scoring** 4 Judges Clipboards Event Standings Board
- Team Paddock** 1 table + outlet strip for each team
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1 hour Prior to Event Start

- Power up Course
- Power up Announcing
- Test Timing
- Event Standings Board is ready

Event Start

- Greet Teams
- Train Judges
- Start On-Time!!!
- Pilots Meeting Agenda: rules, safety, need help, bathrooms
- Itinerary: 8:15am Pilots Meeting
 - 8:30 Clan Battles: Round 1 & 2
 - 10:30 Orbit Blaster (solo, 2 packs, best time for two cons laps)
 - 11:00 Clan Battles: Round 3,4,5th is time allows
 - 12:30 Awards & Teardown

1 Day After

- Update Google Sheets Regional League Standings
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