



ROBOTICS EDUCATION &
COMPETITION FOUNDATION

SUMMIT

| ROBOTICS PROGRAMS |

EP WORKSHOP 1

Planning Your First RECF Robotics Event

MEET OUR TEAM

Robotics Education & Competition Foundation



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TODAY'S ROADMAP

90 mins

01

First Steps

Becoming an Event Partner,
certification, and account setup



02

Event Planning Stage

Budget, agenda, judging,
venue and layout



03

Two to Three Months Before

Equipment, RECFevents.org, and
volunteer recruitment



04

One Month Before

Final logistics, safety planning,
and confirmations



05

Bringing It Together

Resources, RSM support,
and where to go next



06

Open Discussion and Q&A



WHY THIS EVENT CHECKLIST MATTERS



One general guide, not a rulebook

Every event and venue is unique. Treat this as a framework, not a rigid script.

01

Built to work alongside your RSM

Designed to be used together with regular check-ins with your Regional Support Manager.

02

Covers first steps through one month out

Today we walk the full arc: becoming an EP, planning, and the final pre-event stretch.

03

Everything lives in the RECF Library

Bookmark it! Every resource mentioned today lives in the Event Partner section.

04



01



FIRST STEPS

Before you plan a single detail, there is groundwork to lay, with your RSM at your side.

LEARN THE ROLE BEFORE YOU RUN IT



Review “Becoming an Event Partner”

Start with this RECF Library article to understand what the role really involves.



Volunteer at events or shadow an EP

Nothing replaces seeing an event run in person before you run your own.



Review the Commitment to Event Excellence

This sets the standard every RECF event is expected to meet.



CONNECT WITH YOUR RSM

Contact your RECF RSM

This relationship is your single best resource for the entire planning process.

Discuss the needs for events in your region

Your RSM knows where the gaps are and where a new event would have the most impact.

Discuss needed resources

Talk through staffing, equipment, and venue needs together before you commit to anything.

GET CERTIFIED AND SET UP

Complete the EP Certification Course

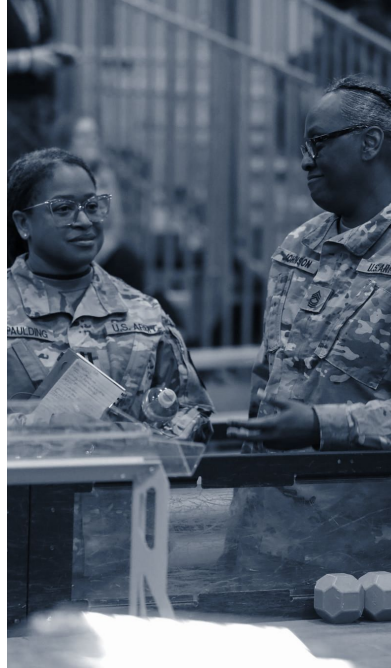
Required before you can be approved to run an event.

Create an account and request EP access

Set this up in RECFevents.org.

Complete the background check (Coming Soon)

Done directly in RECFevents.org; build in lead time, as it can take a few days to clear.



DISCUSSION BREAK

What's the biggest question mark right now in becoming an Event Partner?



Have you shadowed an event yet? What stood out?



What does your region need most: more events, or different types of events?



Where do you feel least confident: logistics, judging, or volunteers?





02



EVENT PLANNING STAGE

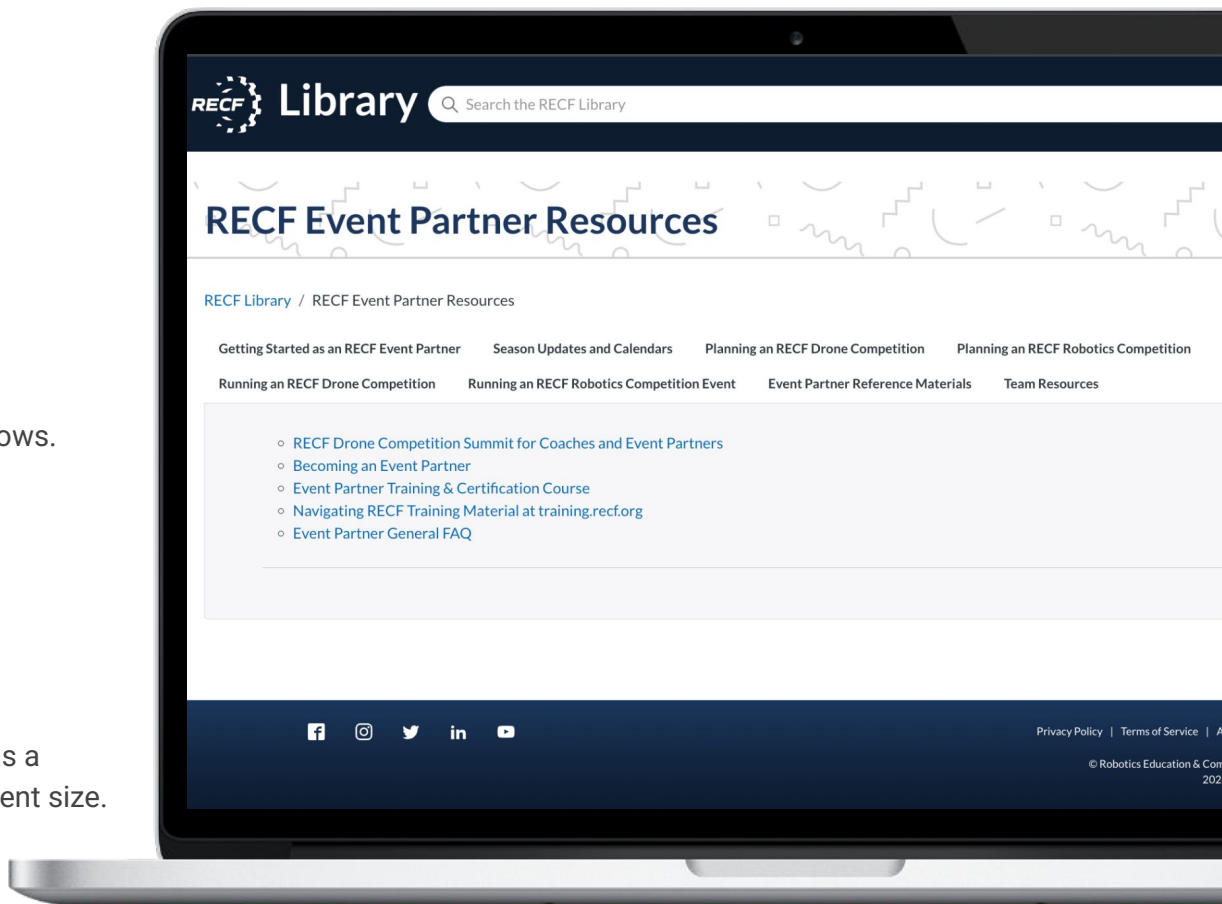
This is where the shape of your event comes together including budget, agenda, judging, and venue.

LAY THE FOUNDATION

Review the Event Planning section of the RECF Library

This is your map for everything that follows.

- **Create an event budget**
Know your costs before you commit to a venue or equipment order.
- **Create an agenda**
Use the Sample Tournament Agendas as a starting template and adjust for your event size.



SELECT AND RESERVE YOUR VENUE

Select and reserve your venue

Cover event day and the setup day/night before.

Think traffic flow and crowd control

The best layouts are planned around how people and teams will move through the space.

Post your event on RECFevents.org

This is what makes your event visible and registerable for teams.



DECIDE ON JUDGING



Decide in-person, remote, or hybrid judging

Review the Guide to Judging: Remote Judging article to compare formats.



Review the Guide to Judging

Covers introduction and terms every new EP should know before award season.



Determine which judged awards you'll hand out

Consult with your RSM as this shapes your judging room needs and your schedule.



VENUE LAYOUT NEEDS



Scoring table, competition and practice fields

Queuing tables for each field

Screens/projectors for timers and audience display

Pit areas and practice fields

Check-in table and inspection stations

Judges' deliberation room

Volunteer hospitality room

Concessions and accessible audience seating

Stanchions/rope for access control

A clear plan for traffic to and from fields



Round Out the Plan

Decide on food and/or concessions

Even a simple concession stand needs a plan for staffing and supply.



Round Out the Plan

Review the Student Policies

The Student Centered Policy and Code of Conduct. Know these before event day.

DISCUSSION BREAK

What's the hardest part of finding and laying out a venue in your area?



What venues have worked well for events you've attended?



How are you thinking about judging format for your first event?





03



TWO TO THREE MONTHS BEFORE

Logistics start locking in:
equipment, your RECFevents.org listing, and your volunteer team.

CONFIRM AND PROMOTE



Confirm your venue reservation

Get this in writing if you haven't already.



Review the layout plan with your RSM

A second set of eyes catches gaps
before they become event-day problems.



Create a detailed concession stand plan

Staffing, supply runs, and cash
handling all need an owner.



Promote your event

Local media, school districts, and social media.
Start building buzz early!



EQUIPMENT NEEDS



Determine fields and game element sets needed

Secure fields/elements (purchase and/or borrow)

Laptop or desktop with event software

Ethernet switch and wireless router

Printer, cable, extra toner and paper

Projector/screen for audience display

Audio system for announcements and match sounds

Mobile devices for scoring

Field control equipment for Achieve events

Trophies, banners, and inspection sizing tools



Your RECFevents.org Listing

Review your event listing with your RSM

Confirm every detail is correct — date, location, divisions, and registration settings.

Discuss additional equipment needs with your RSM

They've seen what similar-sized events actually require — use that experience.

DISCUSSION BREAK

Where do you already have people you could recruit as volunteers?



Who could serve as judge advisor or head referee?



Any equipment you're unsure whether to buy vs. borrow?





04



ONE MONTH BEFORE

The final stretch:
safety, staffing certifications, and locking in your equipment.

LOGISTICS AND SAFETY



Check in with your RSM

Raise any concerns or open questions now, while there's still time to solve them.



Update and confirm your agenda

This guides teams and volunteers through the entire event day.



Reserve radios or set a comms plan

Two-way radios or another reliable method for event-day staff communication.



Create and share a safety plan

Share it with local emergency and/or security staff ahead of time



EVENT DAY DETAILS

Continue recruiting volunteers

Confirm head referee and judge advisor certifications

Send head referee and judge advisor to your RSM

Encourage optional referee/judge certifications

Coordinate event-day custodial services

Music playlist and licensing, if applicable

Arrange event photography

Promote your event and send out press releases or email announcements



LOCK IN EQUIPMENT

Assemble field and game objects

Better to find a missing piece now than the night before.

Confirm trophies

Verify the order, the count, and the delivery date.

Confirm all needed equipment

Fields, field elements, electronics, computers, projectors, and PA system.

DISCUSSION BREAK

What feels like the biggest unknown one month out?



What's your comms plan for event day? Radios, phones, something else?



What would make you feel ready at the one-month mark?





05



BRINGING IT TOGETHER

Every stage of this checklist assumes one thing: you're working with your RSM, not around them.



Where to Go From Here

The full Event Planning Checklist lives in the RECF Library

Bookmark it! It's built to be worked through step by step, not read once.

Your RSM is a resource at every stage

Contact, budget, judging, venue, volunteers. It never hurts loop them in early and often for your first time.

RECFevents.org is your operational home base

Account setup, background check, event listing, and team registration all live here.

This workshop covers through one month out

EP Workshop #2 session picks up the final two weeks through event day.



06



OPEN DISCUSSION AND Q&A

What's on your mind for your first event? Bring your questions and your region's quirks.



Address

111 Taylor Plaza Drive
Greenville, Texas 07542
United States

Phone

(903) 401-8088

Website

recf.org

recfevents.org

Contact Us

Ongoing Planning Support

Reach out to your Regional Support Manager anytime! Planning your first event is a collaborative effort—we're here to support you every step of the way.

A black and white photograph of three young men standing together, smiling. They are wearing dark hoodies with a circular, gear-like graphic and the word 'VORTEX' printed on the front. The background is slightly blurred, showing other people and what appears to be a school setting.

Thank You.