



ROBOTICS EDUCATION &
COMPETITION FOUNDATION

SUMMIT

| ROBOTICS PROGRAMS |



EP WORKSHOP 2

Practical Tips, Lessons Learned,
and Ways to Help Your Event Run Smoothly

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Introductions

MEET OUR TEAM

Robotics Education & Competition Foundation



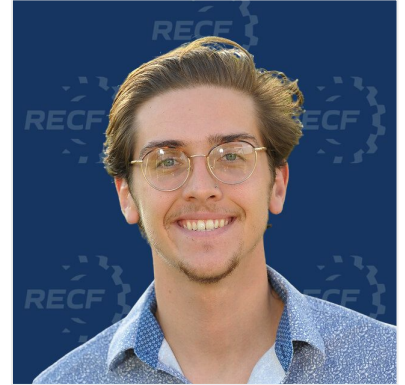
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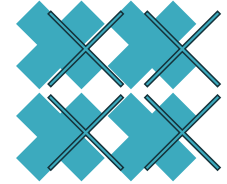
02



EVENT TIMELINE

1 WEEK OUT

EVENT CHECK LIST



Connect with your RSM to discuss any concerns or questions about your event

01

Confirm venue details and identify an emergency contact for the facility in case of emergency or miscommunication

02

Confirm concession stand details

03

EVENT VOLUNTEERS



Keep Fed and Hydrated

Order food and beverages for volunteers (take care of your volunteers and they are more likely to volunteer again)



Communication is Key

Connect with volunteers to confirm event details and any required training and/or certifications for their role



Your Event Gear

Create name tags for volunteers and confirm delivery of and organize volunteer shirts (if used)



EVENT ADMIN

Email registered teams with final event details and any last-minute updates or instructions

Purchase and order supplies- office supplies, gaffers tape, etc.

Create welcome packets for teams with pertinent information and procedures

Prepare judging materials: printouts, pens, highlighters, etc.

Prepare event documents: game manual, score sheets, inspection sheets, etc.

Prepare event signage and check in materials

EVENT EQUIPMENT & SOFTWARE

01

Confirm access to all needed equipment: fields, elements, computers, projectors/screens, PA system, printer, trophies, etc.

02

Ensure all team fees are paid and follow up with unpaid teams as needed

03

Ensure software is up to date on all devices



Group Discussion

What are things you do the week leading up to competition day to make sure things go as smoothly as possible?



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03



EVENT **TIMELINE** **DAY** BEFORE



Priority the day before will be to get the venue setup and ready for the event. All Fields and tech should be setup and tested the night before.



Double check your team list and import it into the event software. Run the schedule but do not add the teams into matches until the teams have been checked in.



Run test matches to make sure field timers and other equipment is operating correctly.



Group Discussion

What are things you do the day before competition day to make sure things go as smoothly as possible?



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04



EVENT TIMELINE

MORNING OF EVENT

Morning of Event

1

Boot up all systems and retest all electronics. Sometimes schools have weird network issues on the weekend so be sure you are connecting to the network and internet.

2

Have your refs and scorekeepers arrive early so they can meet and the refs can train the scorekeeper on inspections and scoring.

3

Playbook: Have hard copies documentation of basic info you may need on the fly. Phone numbers for the school IT, Phone numbers for the custodian all call. Agenda Passwords for specific computers or sites

8:30 am Doors open, team check-in begins

9:00 Team check-in ends

8:30 am Inspection begins

9:30 am Inspection ends

9:30 Team & Driver meeting

9:45 Qualification matches

12:00 Qualification matches end

12:00 Finals Matchup announced / Lunch Break

12:30 Finals matches

1:00 Awards

NOTES

CHRIS'S EVENT Qualifier



PLAYBOOK

PLAYBOOK

Event Code:

IP 1: _____

IP 2: _____

Event Software

PW: _____

Judge PW: _____

Inspector PW: _____

Scorekeeper PW: _____

AWARDS

EXCELLENCE: _____

TOURNAMENT CHAMP _____

TOURNAMENT CHAMP _____

DESIGN _____

SKILLS CHAMP _____

JUDGES AWARD _____

KEY INDIVIDUAL PHONE #s

Custodian:

Concessions Coordinator

Head Judge

Head Ref

Non Emergency Police #

HOW TO PREPARE



Printout all of your Volunteers and their contact information.

Delegate the job to someone to be the Volunteer Coordinator and to track those folks and reach out to them if they are late.

Double check emails and texts for any last minute cancellations by your teams



Have access to a master key from the building and be sure you know where the breaker box is for each part of the building you are using.



Group Discussion

What are things you do the morning of competition day to make sure things go as smoothly as possible?



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05



EVENT **TIMELINE** **DAY** OF EVENT



DELEGATE. DELEGATE. DELEGATE.

Be present at the head table as much as you can so people know where to find you when emergencies arise. If you can't stay in one location look into radios for yourself and all key locations.



BUILD A AGENDA AND STICK TO IT.

Following the agenda reduces stress for the event team, improves communication among stakeholders, and creates a more organized, enjoyable experience for participants. After the event, review the agenda against actual timing to identify lessons learned and opportunities to improve future events.

DAY OF EVENT



Backup your event files regularly. If you start to have issues, use your phone to take pictures of all the scores and rankings so that it can be rebuilt

01

It is not a matter of if something is going to go wrong, it is when! Stay calm, take a breath do whatever needs to be done to get matches running again.

03

Have a built in lunch break where the competitions stops and your volunteers can eat. Consider offsetting lunch breaks for skills and competition so that when matches stop skills is still running.

02



Group Discussion

What are things you do during the competition day to make sure things go as smoothly as possible?



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A photograph of three young boys standing side-by-side, smiling at the camera. They are all wearing dark-colored hooded sweatshirts with a circular, intricate graphic design on the front that resembles a vortex or a stylized galaxy, with the word "VORTEX" printed below it. The boy on the left has dark hair and glasses. The boy in the middle has curly dark hair and glasses. The boy on the right has dark hair. The background is slightly blurred, showing other people and what appears to be an outdoor setting. The entire image has a teal/cyan color overlay. A solid teal vertical bar is on the far left.

Thank You.