

30 Tips for 2007 - Checklist for post-ship/pre-competition for FRC teams

PAPERWORK

1. Visit the *FIRST* website and click on your Regional for more information (<http://www.usfirst.org/whatsgoingon.aspx>) – check to see if there is a Regional-specific website which may contain important information regarding parking, load-in, etc. specific to that venue, as well as pre-ordered lunch and team social information.
2. Obtain signed consent forms to hand in at your first FRC Regional event- <http://www.usfirst.org/community/frc/content.aspx?id=3078>
3. Organize shipping paperwork to bring to the Regional. No duplicates are available. - <http://www.usfirst.org/community/frc/content.aspx?id=3570>
4. There will be teams, including at least one rookie team at each Regional, who will find out on Sat. they are eligible to attend the Championship. Every team should discuss the options **before** the event. Teams are responsible for funding to attend the Championship, including the \$5000 registration fee and travel costs. Teams that qualify at a Regional event usually have until the following Tuesday to register. There will be help available at the Regional for shipping and drayage questions.
5. Send out VIP invitations to come to a local Regional event. Be sure to invite your sponsors, potential sponsors, school administrators, and team members' families.
6. Send out a press release about your team to local newspapers. Visit the *FIRST* media center http://www.usfirst.org/community/resourcecenter.aspx?id=952&menu_id=148.
7. Collect orders/money for pre-ordered lunches or make them yourself if your venue will allow you to either bring in food, eat it on the grounds or in the parking lot.

HOTELS / MEALS / TRAVEL

8. Schedule a mandatory team travel meeting and invite parents – go over rules, expectations and consequences for poor behavior. Talk about hotel etiquette. Have students and parents sign “contract” that includes all discussed rules.
9. Make up a team schedule. Make up a sheet to hand out with your itinerary so everyone knows what time the bus is leaving – with or without them! Include nightly meetings, morning wake up calls, dinners, etc.
10. Make up several copies of the attendance list in alphabetical order so that the team leader can do roll call quickly each time you get on the bus (i.e. one for each morning and one for each afternoon, etc.)
11. Make up rooming lists so you know who is sharing a room with whom – then have one mentor assigned the task of writing in the room numbers and getting copies made so each chaperone has a list of who is in which rooms.
12. Make arrangements for team dinner/activity if no social is planned for your Regional. Call ahead to make reservations and work out pricing.
13. If staying in a hotel, your team Safety Captain should establish a meeting area in a safe place outside the building where the team should meet in case of emergency. Remind students to check for the nearest exit upon entering their room (many have never traveled before and this would be new to them). Make sure more than one person has a check off list of who is on the trip so everyone is accounted for.
14. Make emergency cards (print on inexpensive business card stock) with the name, address and phone number of your hotel on the front, and cell phone numbers of adult chaperones on the back. Each person traveling should receive one for their wallet and each family staying home should get one to post on their fridge!

AWARDS

15. Finish award submissions: Website, Chairman's, Woodie Flowers, Autodesk and Yearbook page. Be sure to make copies and bring with you to competition. Usually due a couple of days after the ship date.
<http://www.usfirst.org/community/frc/content.aspx?id=454>
16. Prepare for your Chairman's Award interview (rookies do not have an interview even if they submitted an entry), practice your talking points and prepare your presentation props. The 10 minute presentation goes by quickly.

PLANNING FOR THE COMPETITION

17. Choose drivers/human players/coaches if not already done. Have your field crew really read the rules and understand the penalties. Make it a fun "game" and quiz all team members prior to travel.
18. Prepare a pit sheet or trading card to have on hand that highlights your robot/team's features. Leave them where scouts can find them if team is busy.
19. Prepare an easy-to-read handout for the judges. Highlight your robot/team's features. This is also useful to give to sponsors.
20. Practice your elevator speech. Any team member in the pits should also be able to explain to any judge, reporter or spectator who asks, "How does your robot work?" Or, "Tell me about your team."
21. Order t-shirts/uniforms if not already done.
22. Print/purchase decals for your robot if not done before ship. Ask local decal shops for donations. Make sure to include team numbers and a sponsor name/logo.
23. Procure more safety glasses – be sure to have on hand in pit and in stands for when someone has to run to the pit. Don't forget VIPs and parents.
24. Make buttons. Make more buttons. And team spirit items – i.e. earrings, temporary tattoos, posters. www.orientaltrading.com and www.badgeaminit.com
25. Go over safety rules at competitions – tool/pit safety, personal safety.
26. Prepare pit displays and storage areas. Many teams build a structure for their pit but make sure to follow the new 10 foot limit!! Look in the gallery on www.chiefdelphi.com.
27. Prepare a pre and post match checklist for the robot. Include all critical checks of the electrical and mechanical systems.
28. Assign pit responsibilities to the pit crew. Include battery monitor & safety.
29. Prepare a list of all tools and materials that need to be transported to the event. Plan out the logistics of getting all that to the Regional (bus, parent, etc.). Ask a parent to help organize toolboxes. Purchase and pack any spare parts or materials that may be needed during an event. It is always a good idea to include extra parts you may not need to help other teams out.
30. Read white papers at <http://www.firstnemo.org/resources.htm> such as "What to Expect at Competition" and "Tips for in the Pits" and "Robot Inspection Tips."

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