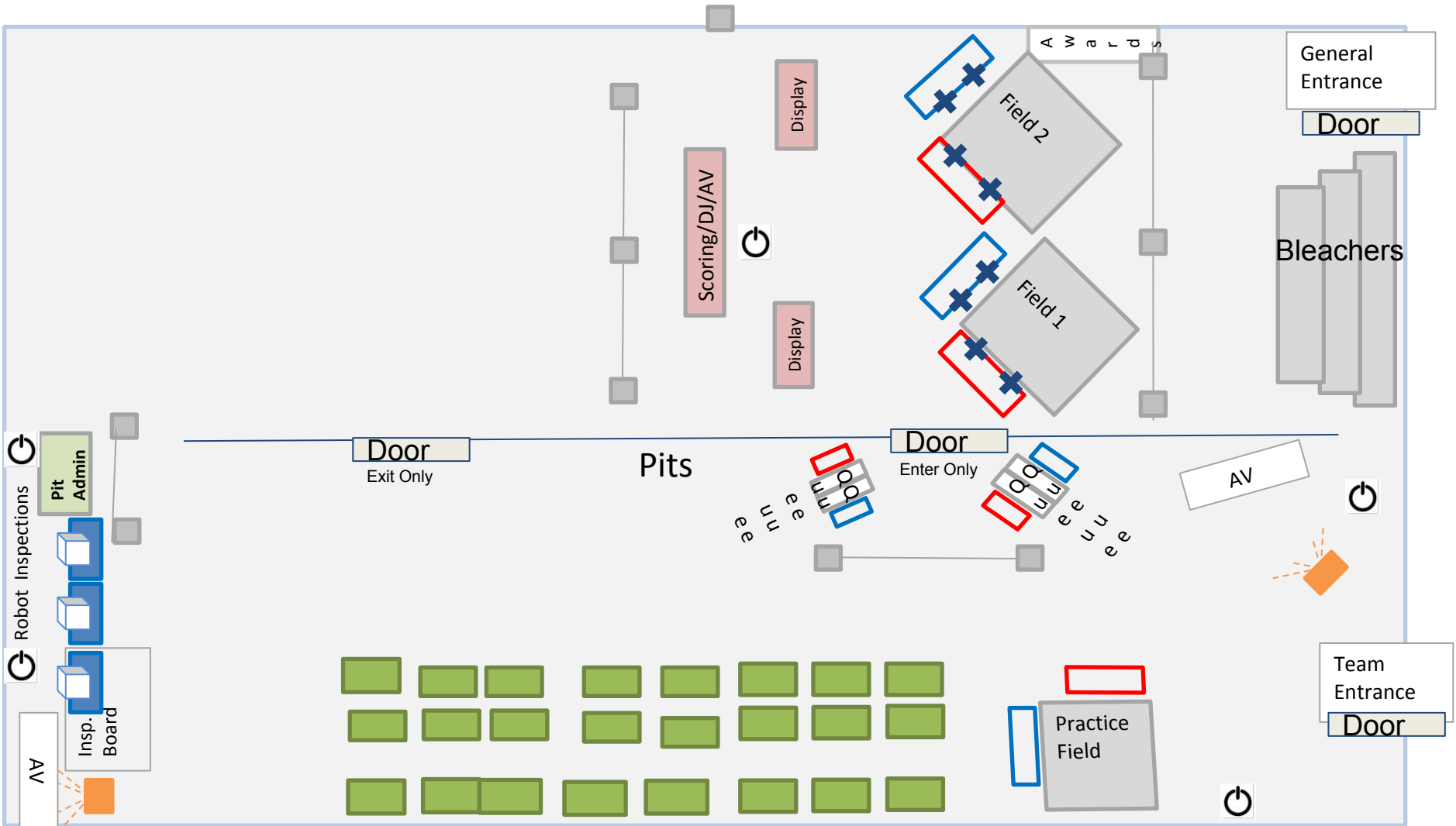


Dearborn Competition Area

The **gym** area also hosts the Opening and Closing Ceremonies.



**Not to scale*

Cafeteria

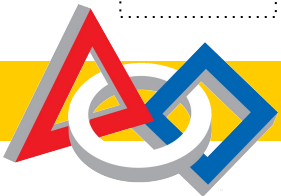
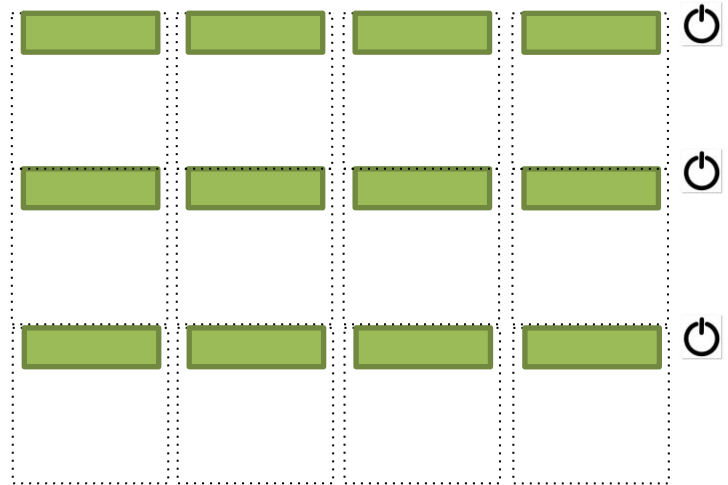
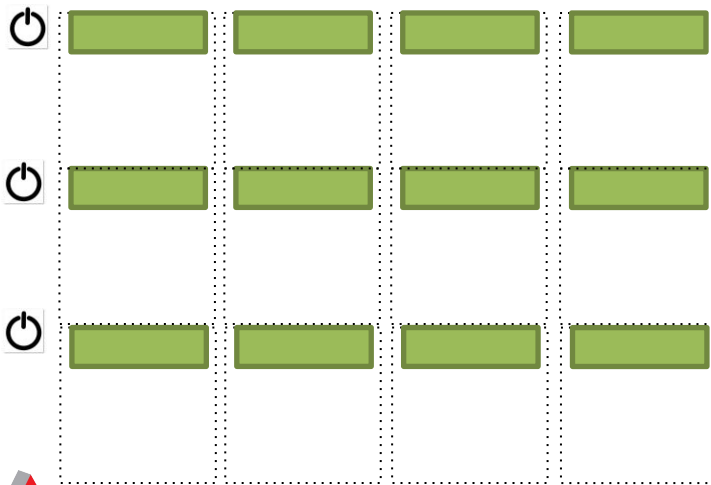
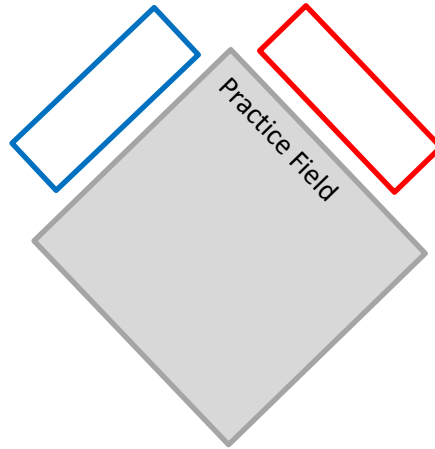
Pit Area

An area for each team with a table and access to power.
Preferably 8' by 8' pit area and 6' table.

Pit Admin



Supply of safety glasses
and sign-out log



Inspections

Hardware Inspections



Hardware Inspections Tool Box

- Sizing boxes; can also be borrowed from teams
- Inspection stickers - round
- Inspection Power & Initializing labels
- Inspection sheets
- Inspection Manuals
- Pens or pencils
- Test mat

Sample Inspection Checklist

Team	Robot	Field	Complete
9991	√	√	√
9992	√		
9993			

Inspection Checklist Tool Box

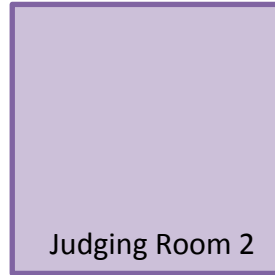
- Large whiteboard or chalkboard near insp. stations
- Dry erase markers or chalk
- Team List
- Pens or pencils
- Stapler
- Envelope for completed inspection sheets



Judging Area



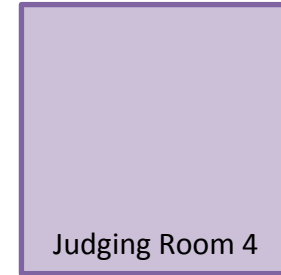
Judging Room 1



Judging Room 2



Judging Room 3



Judging Room 4



Judges Assistant - Hall



Judges Assistant - Hall

Number of Judges:

Judge advisor plus 2 to 3 judges per room is recommended.

Number of Judges Assistants:

- 1-in each room to serve as timekeeper, open/close door and to assist judges as needed.
- 2-located In the hall outside of the rooms to guide teams, provide information, crowd control; if rooms are separated from each other, more hall assistants could be needed.

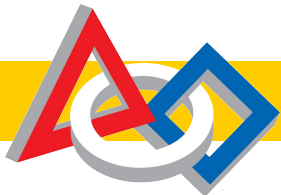


Judging Area
Check In
Table

Number of Rooms:

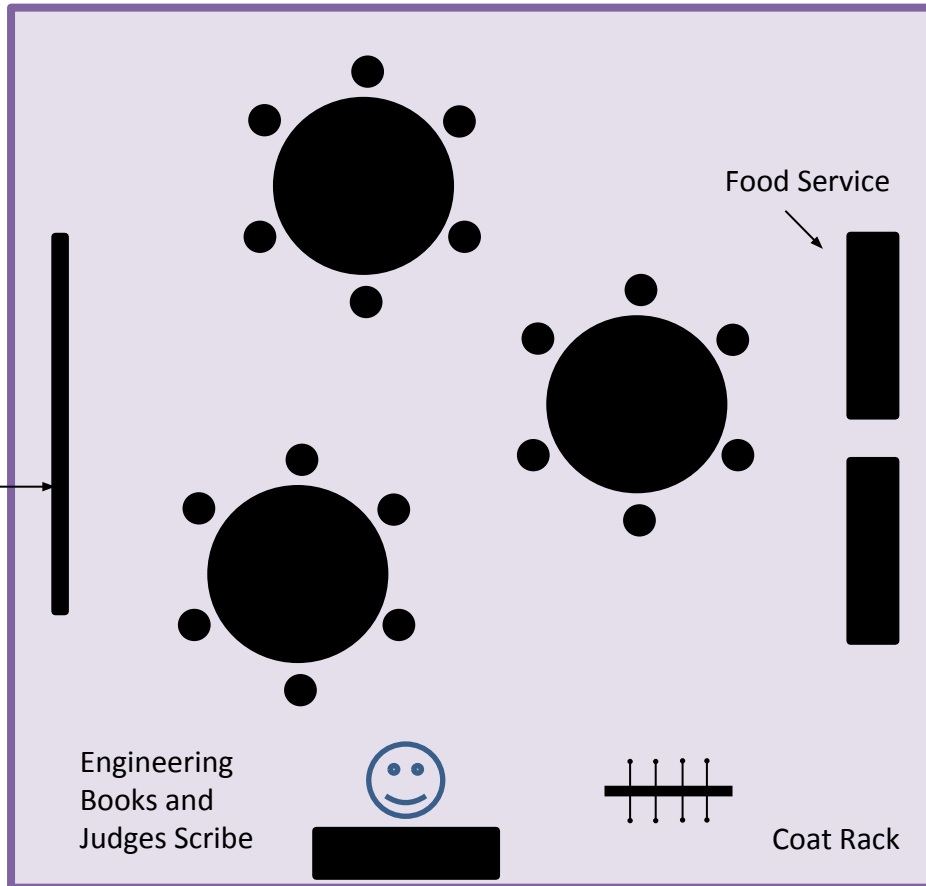
For a 24 team event, 4 rooms of judges would enable each set to judge 6 teams. Judges should see no less than 5 teams and no more than 8.

A check-in table for judging is recommended.



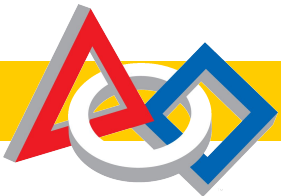
Judges' Deliberation Room

A large room that can seat around 15 people and accommodate food service.



Judges' Deliberation Room Tool Box

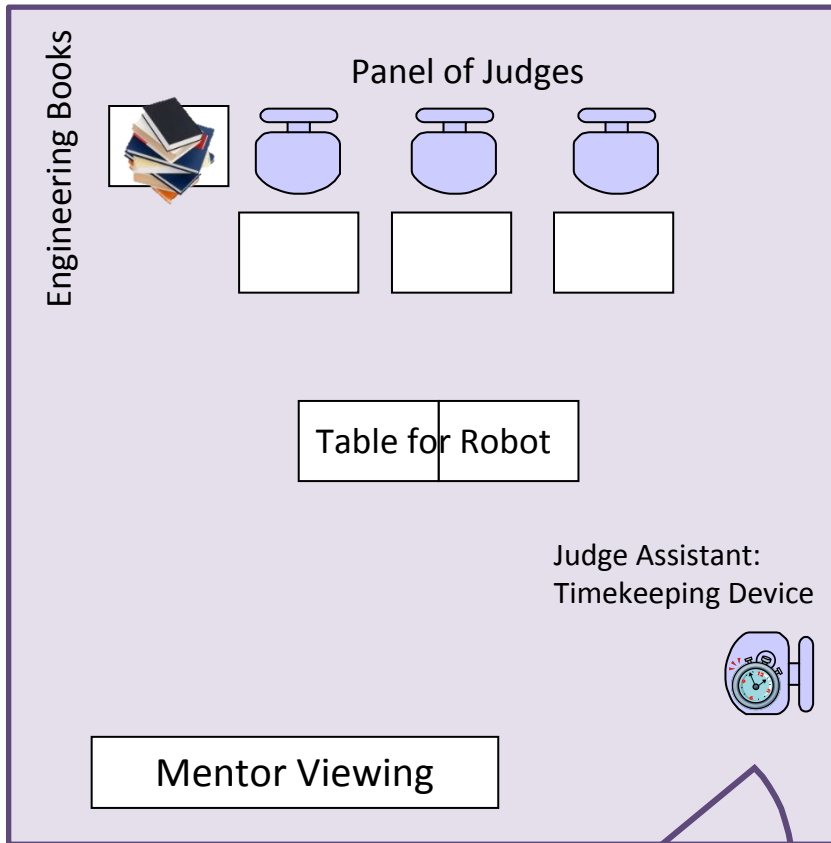
- Judging sheets
- Copy of the Judges' Handbook
- Post-it notes and/or pads of paper on which judges can make notes
- Pens/pencils/highlighters /dry erase markers
- Clipboards, 1 per judge
- Schedule, 1 per judge
- Team List , 1 per judge
- Pit & Site Map, 1 per judge
- Match Observation Sheets
- Award Scripts for MC
- Awards powerpoint on flash drive
- Laptop for judges' scribe



Judging Rooms

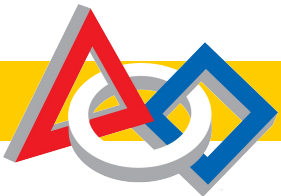
Set up:

- Draw a diagram of room layout on paper/white board for reset purposes
- Set up room for event
- Cover any windows to hall with paper
- Lay out judges' supplies
- At the conclusion of judging:
 - Judging room assistants collect engineering books/judges' supplies and take to deliberations room
 - Judging hall assistants reset the room



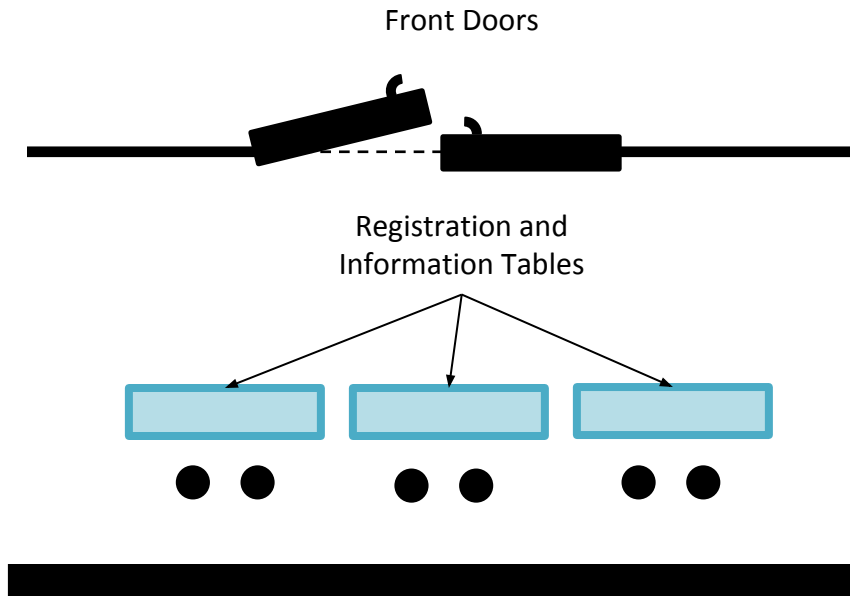
Judging Area Tool Box

- Judging Summary Sheets
- Schedules
- Team Lists
- Pit & Site Maps
- Pens, Pencils, highlighters
- Clipboards
- Stopwatch/Timer
- Pad of paper

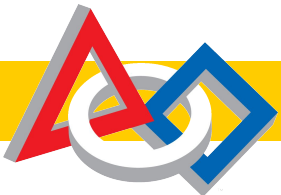


Team Registration & Welcome

Are Team Registration Supply Box

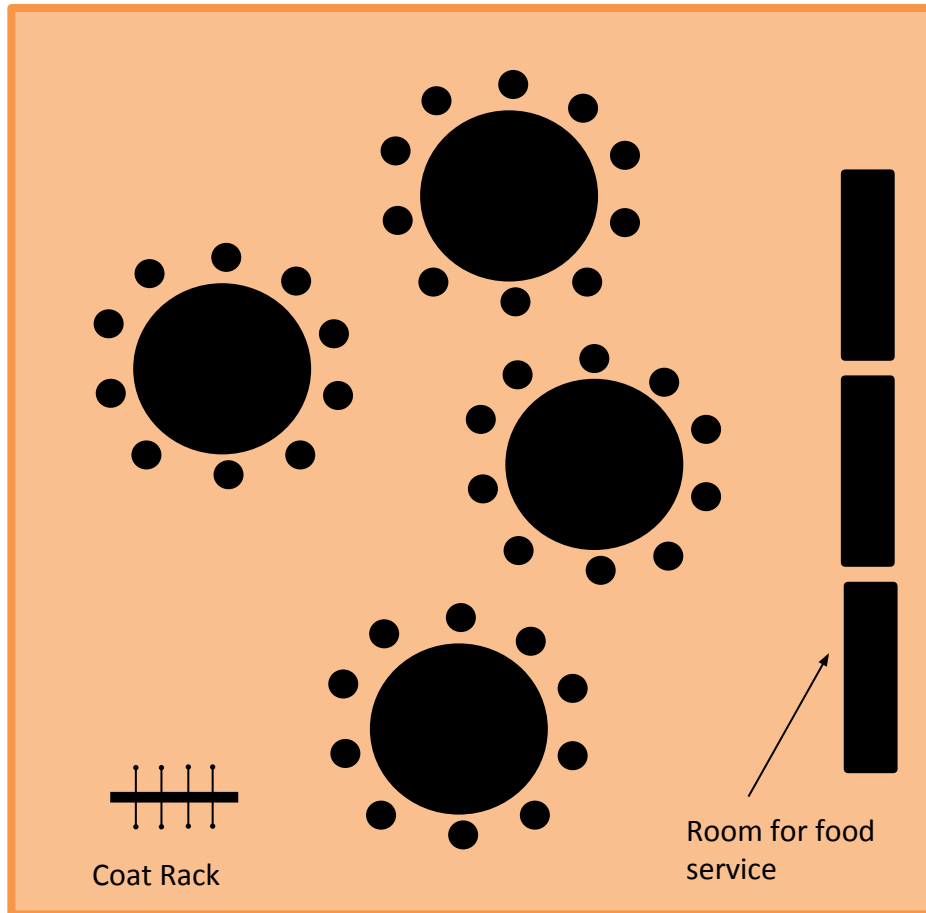


- Big “Teams Registration” sign
- Team list for check-off
- Lockbox for fees; change if applicable
- Collection Box for Team Consent & Release forms/rosters
- Collection Box for nomination forms; if applicable
- Pre-Stuffed Team Envelopes
 - Driver buttons, Team List, Schedule, Pit & Site Map, Program, Etc.
 - Judging info for teams (times, etc.)
- Copies of the Itinerary, Team List, Pit & Site Map – mainly for the public
- Extra blank copies of the Consent & Release forms
- Event programs; optional
- FIRST / FTC promotional literature (optional)
- Host site promotional literature (optional)
- Pens and/or pencils
- Directional signs for the building
- Scissors/tape/stapler/sharpie



General Volunteer Room

A large room that can accommodate a fluid 70+ people.



Volunteer Room Supply Box

- “Volunteers” sign for the door
- Tables for check-in, food service
- Sign in roster
- Volunteer credentials
- *Consent & Release* blank forms
- *Conflict of Interest* forms
- Collection box for forms
- Volunteer instructions
- Volunteer Shirts
- Name badges/Lanyards
- Volunteer Pins
- Pens, Sharpies
- Master list of job duties by area
- Site maps, itinerary
- Water and light snacks throughout day
- Lunch service

