Event Partners Planning Checklist

Event Name:_____ **Event Date:**_____

Use this as a quick planning checklist. Not every item applies to every event, but this should help make sure the big pieces are covered before teams arrive.

Basic Planning	
☐	Date, venue, program, division, grade level, and capacity confirmed
☐	Minimum team requirement reviewed
☐	Registration fee, payment deadline, refund policy, and waitlist process confirmed
☐	Coach communication plan started
☐	Event submitted and approved on events.vex.com
☐	Program Support Manager contacted
☐	Event layout or venue map drafted
☐	Key planning deadlines added to calendar

Budget and Registration	
☐	Budget started using the Global Event Budget Template
☐	Expected expenses reviewed: venue, custodial, awards, fields, game elements, printing, signage, food, supplies, and technology
☐	Invoices, receipts, and payment tracking plan set
☐	Expected income reviewed: registration, concessions, sponsors, donations, grants, or organization support
☐	Registration fee checked against expected event costs
☐	Concessions and volunteer food plan reviewed, if offered

Venue, Layout, and Equipment	
☐	Competition fields, game elements, and field electronics confirmed or ordered
☐	Pit layout, power plan, aisles, and team table assignments confirmed
☐	Load-in and load-out plan confirmed
☐	Signs printed for check-in, pits, inspection, skills, judging, concessions, restrooms, and awards
☐	Robot Skills field and practice field plan confirmed
☐	Check-in, inspection, judging rooms, volunteer area, concessions, and spectator seating identified
☐	Emergency exits, first aid, restrooms, and accessibility needs reviewed
☐	Sample layout or venue map ready to share

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GLOBAL ROBOTICS & SCIENCE FOUNDATION

Technology and IT	
☐	School or venue IT contact identified
☐	Tournament Manager and required software installed and tested
☐	Power strips, extension cords, chargers, batteries, radios, and spare cables packed
☐	Laptops, tablets, printers, displays, projectors, and scoring devices confirmed
☐	Internet access, network restrictions, passwords, and backup plan reviewed
☐	Pit displays and audience displays tested, if used

Event Documents and Printed Materials	
☐	Current official game manual available and/or printed
☐	Robot inspection sheets and sizing/inspection references printed
☐	Award descriptions and award criteria printed
☐	Judge deliberation materials prepared
☐	Team check-in list, volunteer list, and emergency contact list printed
☐	Current official Q&A or update notes available, if applicable
☐	Judge Guide or guided judging materials printed
☐	Engineering Notebook rubric and Team Interview rubric printed
☐	Field reset instructions and field layout diagrams printed
☐	Coach packet, agenda, venue map, pit map, and team schedule printed or ready to share

Volunteers and Key Roles	
☐	Head Referee confirmed and training/certification expectations reviewed
☐	Tournament Manager operator, Field Manager, Inspection Lead, and Queuing Lead confirmed
☐	Volunteer arrival times, parking, dress code, meals, and role expectations sent
☐	Judge Advisor confirmed and training/certification expectations reviewed
☐	Judges, scorekeeper referees, field reset, check-in, pit admin, and concessions volunteers assigned
☐	Volunteer command structure confirmed so people know who to ask for help

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Team Communications	
☐	Event listing includes location, schedule, capacity, payment, refund policy, judging, skills, food, and contact details
☐	Coach packet sent 1-2 weeks before the event
☐	Event-day contact or help desk clearly shared with teams
☐	First coach communication sent after registration opens
☐	Final reminders sent during event week
☐	Any schedule or venue changes communicated quickly

Event Week and Event Day	
☐	Fields, software, printers, displays, tablets, and internet tested
☐	Inspection, skills, judging, queuing, and match flow reviewed with leads
☐	Awards and trophies built, labeled, and staged
☐	Tear-down and cleanup plan assigned
☐	Check-in packets, labels, schedules, and signage prepared
☐	Event meeting plan prepared
☐	Results upload process reviewed before awards
☐	Thank-you plan ready for volunteers and venue staff

Post-Event Closeout	
☐	Official results uploaded/finalized within the required timeline
☐	Thank-you message sent to volunteers, teams, sponsors, and venue partners
☐	Borrowed equipment returned and damaged/missing items noted
☐	Judging materials handled according to current policy
☐	Invoices paid, receipts saved, and budget updated with actual income and expenses
☐	Debrief notes shared with Program Support Manager

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