

## **SECURING SITE LOCATIONS AND SITE REQUIREMENTS**

The final decision on a Competition location is a joint decision between *FIRST* and the Regional Planning Committee. Please note the facility must meet *FIRST*'s venue standards and space requirements. Potential venues will be requested to complete a Competition Site Specifications Form (attached) prior to *FIRST*'s Events Manager (refer to Planning Contacts in Introduction section of this Regional Planning Guide for additional information) conducting a site inspection of your potential Competition site to determine if it meets *FIRST*'s requirements. The Events Manager will submit a venue evaluation report to *FIRST*. *FIRST* will then share the report with the Regional Director/Planning Committee.

### **Venue & Vendor Contracts**

The Regional Committee will be involved in venue selection or venue changes, but *FIRST* makes the final selection to ensure that the facility meets *FIRST*'s venue standards and space requirements. *FIRST*'s Events Manager will submit a venue evaluation report to *FIRST*. The Events Manager will work closely with the Regional Committee's Primary Contact in the site selection process; however, venue/site contract negotiations are to be handled by *FIRST*'s Events Manager. **Due to the contract negotiation process, it is imperative that all venue communication be handled directly through the Events Manager rather than the Regional Planning Committee/Director.**

Listed below are some general guidelines for Competition site requirements.

### **Competition Site**

The following spaces are needed for the exclusive use of *FIRST* from the Wednesday morning prior to the start of the Competition through Saturday midnight. The main site must have a playing area at least 80' x 100' with a ceiling height of 25' minimum and un-obstructed viewing for an average of 50 to 70 people per team.

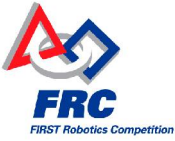
### **Pit Area**

A separate space of approximately 150 sq. ft. per team minimum is needed for the pit area (175 – 200 sq. ft. per team is desirable). For example, for 40 teams the pit areas should be at least 6,000 sq. ft. Access between the pit area and the playing field must be short, level, and at least 6' wide. The 150 square feet is intended for both team space AND aisle space. The intention is for the teams to have a 10'X10' space. Access between the two areas will preferably be via a route other than that used by spectators. The pit area should have direct street loading access. A loading dock is preferred.

The pit area will require (1) 72"x30" table per team. In addition, the pit should be fitted with (1) 110 VAC drop to each team table, which can be run along the floor or be dropped from the ceiling. (The wattage will vary from site to site, but could be anywhere from 500-1000 watts and 10 to 20 amps.)

### **Additional space requirements on-site**

- VIP Lounge - 750 - 1000 sq. ft.
- Judges' Meeting Room - 500-750 sq. ft. within easy walking distance of the field
- Regional Chairman's Award Meeting Room – 100 sq. ft., office or private area free of major event noise and/or traffic.
- Autodesk Visualization Award viewing/voting area – 225-400 sq. ft. in a private area free of major event noise and/or traffic.
- Media (press) Room (optional) - 100 sq. ft. Meeting Room with phone lines and electrical power
- Media & VIP Check-in area - main entry area
- Chairman's Award/Autodesk area - approximate 300 sq. ft. for interviews
- *FIRST* storage – 300 - 500 sq. ft.
- AV Storage – 750 sq. ft. desired



- Staff/Volunteer Dining Area – Seating for 100 with food buffet area
- Event Office - 150 sq. ft. Meeting Room with phone lines and electrical power
- Production Office 100 sq. ft. desired (can be combined with Event Office)
- First Aid Area
- Machine Shop - **see following pages for more information**
- Judges' Dinner Meeting (**Thursday**) - **see following pages for more information**
- Team Social (**optional on Friday**) - **see following pages for more information**
- VIP Functions (**Friday or Saturday or both**) - **see following pages for more information**

### Machine Shop

The machine shop must be available for the sole use of the Competition from Thursday through Saturday of the Competition week. See Competition Schedule for times. The shop must have 2-3 qualified machine shop staff (from the host site) available to run the machines. The shop should be about 600 sq. ft. in size. Team members are not allowed to run shop equipment that is owned by the host site.

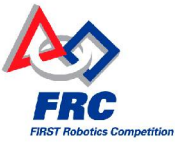
#### **The shop should have the following equipment:**

- Vertical Milling Machine – 4" Z axis, 12" x & 6"y - (X/Y Digital read out is useful)  
With End Mills (1/16-1/2, two and four flute)
- Engine Lathes – 6" swing, 13" bed with associated collets, carbide & HS Tools, tool holders and 3 & 4 jaw chuck
- Acetylene Torches (or hand help MAPP)
- Drill Press with 14" throat and  
Drill Bits (Metric & SAE up to 3/4", hole saws (1. 1.5 & 2") and taps (Metric & English to 3/4")
- Band Saw, upright, for materials softer than steel with extra blades
- Disc Sander, 12" with Sandpaper, various grits
- TIG Welding, with shielding and table
- Finger brake, free standing
- Work Bench with 6" Vice, Arbor Press and Bench grinder with abrasive and wire wheels
- MAPP Gas Torch
- Portable Band Saw to cut steel or tubing
- Saber saw
- Router or Roto-zip
- Circular saw
- 1/2" Drills, 110V & cordless
- Clamps, 1 1/2" up to 6"
- Supplies: Sledgehammer, ball peen hammer, claw hammer, clamps, screw drivers, torx drivers, Allen wrenches, adjustable wrenches, center punches, hacksaws, files, clamps and fasteners

If the machine shop is not adjacent to the competition venue, a utility-style van, staffed with a volunteer driver(s), is needed to transport damaged robots to/from machine shop and event site. Vehicle insurance is necessary and is required for the drivers.

As much of the above equipment as possible should be on site to cover "first aid" with larger jobs transported to the remote facility. The Events Manager will advise the Regional Planning Committee on the transportation requirements at the initial site inspection. If the machine shop is on campus, a golf cart type maintenance vehicle is appropriate. A quick rule of thumb is a walk of over three minutes, and/or terrain is too difficult to navigate with a simple dolly will require transportation.

Machine Shop must be available Thursday (8am to 8pm), Friday (8am-6pm) and Saturday (8am to 3pm). The busiest day will most likely be Thursday.



### Mobile Machine Shops

NASA has a limited number of mobile machine shops that are utilized for FRC events. The scheduling of these mobile machine shops is coordinated through *FIRST* HQ. Those events wanting to utilize one of the NASA mobile machine shops must notify the local Regional Director who will work directly with FRC staff on availability.

### Non-NASA Mobile Machine Shops

*FIRST* welcomes team-provided mobile machine shop facilities/trailers at events, but the proposed facility has to comply with *FIRST* and venue requirements. The mobile machine shop/trailer *owner* must adhere to the following sections.

#### Approval and Liability and Security Coverage

- Have *FIRST* approval and clearance prior to each event. E-mail [frcteams@usfirst.org](mailto:frcteams@usfirst.org) to request approval by Kickoff.
- Provide liability coverage. Note that liability coverage at event venues vary, and specific venue policies may further restrict the use of these team-provided mobile machine shops. Without the proper additional insurance certificate, the mobile machine shop cannot be used at the event. The requirements are:
  1. Name *FIRST* as an additional insured.
  2. Fax the certificate to 603 666 3907, Attention Team Support.
  3. Present a copy of the certificate to the Event Manager on site prior to setting up the machine shop.
- Include an appropriate *experienced and licensed operator* to perform the requested work. Each must be covered under the provided liability coverage.
- Provide for any security requirements. Neither *FIRST* nor the venue will provide these services.

#### Local Restrictions

Although *FIRST* may approve a local machine shop use at any Regional, there are local restrictions such as fire codes, and venue approval that you must consider as part of the process. *FIRST* will do its best to convey any relevant needs, and work on your behalf to gain venue approval through a professional and legal process.

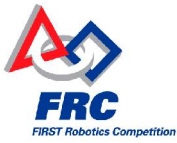
#### Other Requirements

In addition to the above, the sponsoring team(s) must:

- Include an electrical source for the mobile machine shop facility.
- Provide Fire Extinguishers as required by local Fire Marshall.
- Provide "Hot Work Permits" required for welding and torch work.
- Provide **inside** area to set up welding booth, if applicable.
- Ensure that all teams have the ability to use tools/machines and its use. Access cannot be restricted to certain teams.
  - a) Handle job requests through the same counter/process as the *FIRST*; - .provide shop services; i.e. provide a volunteer to take in and give back the jobs to the teams. This person should be knowledgeable and familiar with machine shop procedures. This includes the sponsoring team's requests.
- Operate **ONLY** during event hours when the Pit is open.
- Provide contact list with cell phone numbers

### Judges' Dinner Meeting (Thursday)

In general, a location within or near the Competition site must be reserved for a 6:00pm dinner meeting for the judge panel. Typically, the space should be able to accommodate 20 - 25 people, depending on the number of judges and invited *FIRST* personnel. The responsibility for planning the Judge Dinner belongs to the Regional Planning Committee. Typically, this is a working sit down dinner with a brief "get



to know you” period of approximately ½ hour at the start. If a purchase order or deposit is required, please contact *FIRST* Procurement for assistance.

The Judge’s Dinner Meeting may also be held at the venue on Thursday evening as a way of reducing costs. This method also allows for the Judges to get acclimated to the venue layout prior to Friday morning. If the committee is planning to hold the Judge’s Dinner Meeting at the venue, identify this with the event manager early so the Event Manager can include this item in the catering plan for the event. This meeting will still be considered working dinner for the judges.

### **Team Social (Friday)**

If a Social is to be held, the team social location (25,000 sq. ft. estimate) must be reserved for setup on Friday and held through Saturday afternoon for breakdown. The Event Manager will review potential themes and menu/setup details (for team socials held on site) with Regional Directors/Planning Committee and Team Social Coordinator. Securing a site for the team social is a responsibility shared jointly by the Regional Director, Team Social Coordinator and the Event Manager. (Note: For planning purposes, estimate an average number of 30 attendees per team) If the team social is held off-site, teams are responsible for providing their own transportation to / from the dinner location.) Please refer to the Team Social Policy and Procedure, found in Policies and Procedures (Section 14) for more detailed information. The responsibility for planning any Team Social held offsite (not held at the event venue) will fall to the Regional Planning Committee, and not by *FIRST*’s event management company.

### **VIP Lounge (Friday or Saturday or both days)**

A private room or dining area within the Competition site should be reserved for any VIP events (i.e.: breakfast, lunch, reception or dinner on either Friday or Saturday of the Competition). VIP events and schedule are at the discretion of the Regional Director/Planning Committee and should be discussed and agreed upon with *FIRST*’s Event Manager.

### **Other Non-Competition Related Activities**

Regional Planning Committees planning extra-curricular, non-competition related activities at the local event must have these activities approved in advance by the Director of *FIRST* Robotics Competition. These activities include, but are not limited to: T-shirt cannons, flying objects, any activity relating to the playing field or pit area and marching bands. When in doubt, contact the Director of *FIRST* Robotic Competition. No merchandise may be sold for another entity, even if a portion of the profits go to *FIRST* without specific and prior agreements in place and approved by *FIRST*.

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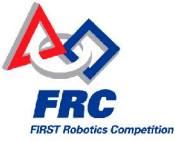
**Note:** *When volunteer bands, cheerleaders or other unpaid entertainers perform at a regional event, Consent and Release forms must be obtained from each one. This should happen in advance of the event, as some of them may be under the age of 18.*

### **Transportation**

Teams arrange their own transportation to and from all sites (hotel, competition site, team party location). *FIRST* staff, VIP’s, judges, and volunteers are all responsible for making their own transportation arrangements. *FIRST* cannot accept the liability of planned transportation for teams without special consideration from *FIRST*’s legal advisors.

### **Parking**

The Competition site should have access to as much free parking as possible and plans should be made for overflow parking. Most *FIRST* teams will arrive at the competition site via team bus. A separate area



will need to be sectioned off for team bus parking. Approximately 10 spaces, located within close proximity to a venue entrance, will need to be reserved for the machine shop and staff vehicles.

Space for team trailers near the Pit Entrance is needed.

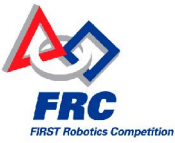
Crowd control and traffic flow are important aspects to the smooth running of these events and should be a part of all planning processes. The local police/security department should be involved in traffic flow coordination and may choose to assign additional details to ensure road safety.

### **Hotels**

Area hotels are used by traveling teams, *FIRST* staff, and out of town VIPs/ judges. Many factors must be taken into consideration when selecting appropriate hotels, including safety (in house security, interior corridors, overnight management representative), proximity, cleanliness, and rates. Teams, judges, and VIPs are then responsible for making their own travel arrangements and reservations at their own expense. *FIRST* does not contract for hotels at regional events.

### **Catering/Food Service**

*FIRST* has foodservice menu standards. Anything beyond these standards must be approved by the *FIRST* Regional Director and the Director of the *FIRST* Robotics Competition. Any questions about catering and food service can be addressed by the Event Manager for your site.



# Competition Site Specifications Rev. 05

**Venue Name:** \_\_\_\_\_

**Venue Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E Mail:** \_\_\_\_\_

**This venue must have the required space, Wednesday-Saturday, during the requested week.**  
**Fill in blanks below:**

<u>Playing Field</u>	<u>Required Minimum</u>	_____ <b>Room name</b>
_____ Square feet	100' X 80' ft.	
_____ Ceiling height	25 ft. min. desired	
_____ Seating	1,500 minimum, 2,500-3,000 desired	
_____ Power (lighting)	300A/208V/3 phase	
_____ Power (sound/video)	100A/208V/3 phase	
_____ Phone line	Analog phone availability	

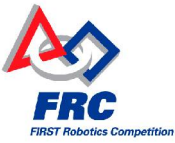
Comments: \_\_\_\_\_

\_\_\_\_\_

<u>Pit Area</u>		_____ <b>Room name</b>
_____ Distance from Playing Field	Within 50 yards of Playing Field	
_____ Square feet	6,000 sq. ft./40 teams	
_____ Power	100A/208V/3 phase	

Comments: \_\_\_\_\_

\_\_\_\_\_



**Judge's Room**

\_\_\_\_\_ **Room name**

\_\_\_\_\_ 500-750 sq. ft. Meeting Room, within easy walking distance to playing field- We will be setting up to 20 people conference or U-shape with foodservice and minor AV  
\_\_\_\_\_ 1000 watt/120V w/duplex receptacle

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Event Office**

\_\_\_\_\_ **Room Name**

\_\_\_\_\_ Keyed 150 sq. ft. Meeting Room  
\_\_\_\_\_ 3 phone lines  
\_\_\_\_\_ Power – 1000 watt/120V w/duplex receptacle

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Production Office** (Desired, but not necessary)

\_\_\_\_\_ **Room Name**

\_\_\_\_\_ Keyed 100 sq. ft. Meeting Room (can be combined w/event office)  
\_\_\_\_\_ 1 phone line  
\_\_\_\_\_ Power – 1000 watt/ 120V w/duplex receptacle

**Volunteer Cafeteria**

\_\_\_\_\_ **Room Name**

\_\_\_\_\_ Seating for 75-100  
\_\_\_\_\_ Food buffet area

**VIP Area**

\_\_\_\_\_ **Room Name**

\_\_\_\_\_ 750-1000 sq. ft. in view or close proximity to playing field, in good repair  
\_\_\_\_\_ Seating for 100  
\_\_\_\_\_ Food Service area

**Media Area** (Desired, but not necessary)

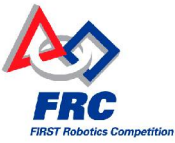
\_\_\_\_\_ **Room Name**

\_\_\_\_\_ 100 sq. ft. Meeting Room, or private area that interviews and work can be conducted  
\_\_\_\_\_ 2 phone lines  
\_\_\_\_\_ Power – 1000 watt/120V w/duplex receptacle

**Storage**

\_\_\_\_\_ **Room Name**

\_\_\_\_\_ 300-500 sq. ft. for large boxes, crates, with easy access for a pallet jack.  
\_\_\_\_\_ If in a separate room, must have a door with a 40" wide opening.  
\_\_\_\_\_ 750 sq. ft. for A/V storage *desired*



**Interview Room/Area** \_\_\_\_\_ **Room Name**

\_\_\_\_\_ 300-500 sq. ft. for private interviews of our teams chairman's award. We will set 1 or 2 6' tables and up to 6 chairs. Should be free of major noise of event

**Preliminary setup may begin on Tuesday, with bleacher installation and/or floor covering. (Venue dependent)**

A production house associated with FIRST may contract the labor for this event.

Wednesday setup will begin at 8 am and finish in the late evening. At 8 am, the first of 5-6 tractor-trailer trucks arrive for unloading. Rigging will also begin in the morning.

Thursday at 7:00 am, setup continues, the teams arrive and practice until 8 pm. Friday and Saturday will be the competition, 7 am – 6 pm, with teardown on Saturday, 5 – 10 pm.

Catering will start Wednesday morning and continue through Saturday with 3 meals and 2 breaks most days.

**Services Needed:**

- Electrician Wednesday 8 am – 8 pm; Thursday, on call, 8 am – 8 pm
- Security (24 hours) Wednesday 8 am – Saturday 9 pm
- EMT Thursday 7:30 am – 8 pm; Friday and Saturday 7:30 am – 6 p.m.
- Forklift Wednesday 8 am – 2 pm; Thursday 8 am - 3 pm; Saturday, Noon – 10 pm
- Genie Lift Wednesday – 9 am – 1 pm
- Loaders (4) Wednesday 8 am– 2 pm; Thursday 8 am – 2 pm; Saturday 1 – 10 pm
- Riggers (3) Wednesday 8 am – 1 pm; Saturday 4 pm – 8 pm
- Stagehands (10) Wednesday 8 am – 6 pm; Thursday (2) 8 am – 6 pm; Friday (2) 8 am – 10 pm, (8) 5 pm – 10 pm (To Be Determined by Sargent Production Services)

**Other Venue Specifications**

Loading dock specifications – size of entry door, and if ground level or dock

\_\_\_\_\_

In House Unions? Please list separately

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

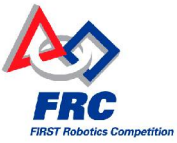
In House Catering Options – Please name company and contact info:

\_\_\_\_\_

Concession area - Please list contact info if separate

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Shipping Information – Advance and on site- Please list address if separate from offices



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Rigging Restrictions

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Signage Restrictions

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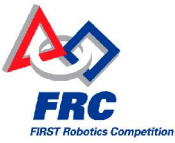
**Other Venue Services Available**  
*Please note the following items and comment on availability*

- \_\_\_\_\_ Public Pay Phones
- \_\_\_\_\_ Machine Shop area or on-campus machine shop
- \_\_\_\_\_ Van parking, if machine shop not onsite
- \_\_\_\_\_ Fork Lift and scissor lifts available
- \_\_\_\_\_ Emergency Medical Technician Services
- \_\_\_\_\_ Electrician Services
- \_\_\_\_\_ Custodial Services
- \_\_\_\_\_ In-House Security
- \_\_\_\_\_ On-site venue coordinator
- \_\_\_\_\_ Daily Labor available - If college campus, do you have a pool of student labor?
- \_\_\_\_\_ Public Parking Options- Rates \_\_\_\_\_
- \_\_\_\_\_ Handicapped Accessibility
- \_\_\_\_\_ Marquis Posting Option

Additional Comments: \_\_\_\_\_

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**Sample Competition Site Schedule**

Note: This example pertains to venues without bleacher installation.

**Wednesday**

7:30–8:30 AM Unload trucks  
Setup Audio Visual  
1:00 PM Robot Delivery  
Lay carpet  
Set field/set pit  
Signs/Banners hung  
6:00 PM Volunteer Training  
Security on Duty (PM) & overnight

**Thursday**

7:30 AM Open Pits for limited team access  
8:30 AM Team Arrival/ Pit Open  
9 AM - 11 AM Team Registration  
Robot Inspection  
Machine Shop Open  
11 AM Practice Rounds Begin  
6 PM-8 PM Practice Rounds End  
Pit & Machine Shop Close  
Judges' Dinner  
Setup for Competition Completed  
Security on Duty

**Friday**

8 AM Pit Opens  
Machine Shop Opens  
9 AM National Anthem/Opening Ceremony  
Competition Matches Begin (regional dependent)  
4 PM Competition Matches End (regional dependent)  
5 PM Friday Awards on field  
Setup for Final Day of Competition  
Security on Duty  
6 PM-10 PM Team Social (optional)  
\*\* VIP brunch, luncheon, reception or dinner \* (can be Saturday as well or instead)

**Saturday**

8 AM Pit Opens  
Machine Shop Opens  
9 AM National Anthem/Opening Ceremony  
Competition Matches Begin (regional dependent)  
12 PM Competition Matches End (regional dependent)  
1 PM Elimination Rounds Begin  
3:30 PM Saturday Awards on the Field  
5 PM - 8 PM Load Out