

FRC Regional Event

Getting Ready

1. Gathering info about your Event:
 - a. Mandatory paperwork and forms
 - b. House rules & restrictions
 - c. Directions
 - d. Accommodations (if necessary)
 - e. Sources: Website, Welcome packet, Regional Director, Senior Mentor, VISTA
2. Assemble necessary materials – i.e. tools, carts, safety glasses, gloves, etc.
3. Making the Plan – Pit layout - Who does what, when, & where... Standard size?
4. Getting paperwork ready – collecting C/R forms for everyone on the team, preparing the Member/Mentor Roster, preparing for shipping: home, next event, or Championship

What to Expect

1. *FIRST* Safety
 - a. General Safety rules
 - b. Safety glasses
 - c. Safety Advisors and Recognition Program
 - d. New 12 or under rule

Typical Schedule

1. First Day
2. Second Day
3. Final Day

Checking In

1. What you need to have on arrival
2. What you will receive on arrival

The Pit

1. Rules
2. Administration Station: PIT ADMIN
3. Team Pit Space, location, access
4. Inspection Station
5. Machine Shop

6. Spare Parts Station
7. First Aid
8. Drayage Service Desk
9. Announcements
10. Queuing
11. Judging in Pits Day two.
12. Resources for spectators and visitors: How to greet VIPs.
13. Public relations and program promotion
14. Queuing and safety

The Playing Field

1. On the field, load in and out
2. Control station
3. Alliance coordination and communication: Strategy!
4. Special this year: the field surface, wheels, cleanliness and STATIC DISCHARGE.
5. Spectators and the teams role as a FIRST ambassador
6. Ceremonies
 - a. Etiquette & manners
 - b. Opening
 - c. Awards

When its' Over

1. The season is not over.
2. Team meeting and follow-up
3. Thank you's and acknowledgements
4. Public relations and media coverage.

Useful Links

- <http://www.firstnemo.org/resources.htm>:
- [FIRST \(For Inspiration and Recognition of Science\)](#) - official *FIRST* website
- [ChiefDelphi](#) - forum for *FIRST* participants
- [FIRSTwiki](#) - open content encyclopedia about *FIRST*
- [MOEmentum](#) - FRC Team 365's website devoted to assisting rookie teams through their first year
- [President's Circle 2007 team resources](#)
- [RINOS \(Rookies in Need of Support\) Team Development Manual for Mentors](#) (PDF: 27pp., 2.02M)
produced by FRC Team 25
- [RINOS \(Rookies in Need of Support\) Team Development Manual for Rookies](#) (PDF: 60pp., 1.75M)
produced by FRC Team 25
- [Team-in-a-Box](#) - FRC Team 341's project to assist rookie teams