

Checklist to setup Regional Robofest 2005 Event (v 0.1)

Time reservation of the facility

- AM Event: Three hour Friday evening setup recommended, Actual event from 8:00am-12:35pm (4.5 hours, No lunch break, however, concession area should be open from the morning)
- PM Event: 9am-Noon setup, Actual Event 12:30pm-5:05pm; concession area should be open

Regional site volunteers

- LTU will provide an online tool to recruit and manage volunteers. We need a person who is in charge of this system as soon as possible
- Detailed job description for volunteers will be available in January 2005.

Check-in (Lobby)

Item	Specification	Quantity	Note
Check-in list by coaches/name with teams and players			LTU provides
Volunteer list by name			LTU provides
Extra photo release form		About 50	LTU provides
Receipts		#of coaches	LTU provides form
Coach package	Team table map, name badges	#of coaches	LTU provides
Program	Letter size; double-sided, and folded	For everyone enters the building	LTU provides template file; Host finalizes it and makes copies
Volunteer package	T-shirts, name badges, job description, and a small gift	#of volunteers	LTU provides

Robofest Outdoor Arena

Item	Specification	Quantity	Note
Outside directional yard signs	12"x18"	5 or 7	LTU provides
Robofest sign (banner) outside of the building entrance	6 ft	1	LTU provides

Robofest Arena (General & Common Materials)

Item	Specification	Quantity	Note
Bleachers inside the arena or Chairs for audience		About 100-200?	Host provides
Food concession stand	Optional (could be a school fundraiser)		Host provides
Tables for food concession	May need vinyl cover		Host provides
Chairs for food area		6 per food table	Host provides
Sound system	Amplifier, speakers, mixer, and microphones. Wireless microphone system highly recommended. Must be tested before the event. Need a DJ/Technician		Host provides
CDs and a CD player for music	Need a DJ. Do not play music when they solve problems! Should be very quite.		Host provides
DJ and sound system table	3x6 or 3x8	1	Host provides
General Signage	List of sponsors, "No Food in the gym", "Check-in", "Inspection & Interview", "No cameras with flash",		LTU provides

	“Staging Area”, etc.		
Easels	Optional. Chairs can be used instead	# of signs	Host provides
Gym scoreboard. If not available, LTU will provide a computer program that simulates the clock.	Usually, gym has one mounted. Must be tested. An operator need to be assigned		Host provides
Multimedia Projector	High lumens (3,000) preferred	1 or 2	Host provides
Screen	Larger than 9x9. 12x12 preferred	1 or 2	Host provides
Laptop for the current score projection	Excel file provided by LTU	1	Host provides
Camcorder	For the projection and connected to the projector	1	Host provides
Laptop for displaying team photos and timer		1	The computer program to display Team photos will be provided by LTU. Host provides the PC
Digital Cameras and Tripod		If possible, two cameras and two tripods	Host provides
Camcorders and Tripod	For videotaping the events	If possible, two	Host provides
Camcorder tapes	DV or Hi-8 (depends on the camcorder type)	4-8	Host provides
General office supplies: pens, sign-pens, papers, scotch tapes, floppy diskettes, etc.			Host provides
Access to Photo copier	Optional		Host provides
Printer	Optional		Host provides
Local sponsor banners	Optional		Host provides
Your school banner			Host provides

Team Pit Area

Item	Specification	Quantity	Note
Team Tables	3x6' table per team (or round table). May need vinyl cover	#Teams	Host provides
Chairs		#Teams x 4	Host provides
Team ID signs	Letter size. Automatically generated from registration database	#Teams	LTU provides
Team sign holders	(1) Bookends are good and affordable, (2) Professional one, or (3) Just tape on the side of the table	#Teams	Host provides
Power cords	Need non-adhesive tapes to fix on the floor. Length depends on the size of the area and location of the team tables	# of electric power outlets for the team computers in the room	Host provides; teams may bring some
Power strips		#Teams	Teams must bring
Practice playing fields	See RoboRelay game rule. Final shape will be notified to the Host one day before the competition.	If more than 30 teams, 4; Otherwise 2	LTU provides

Official Playing Fields

Item	Specification	Quantity	Note
Official playing fields	See RoboRelay game rule. Final shape will be notified to the Host one day before the competition.	If more than 30 teams, 4; Otherwise 2 or 3	LTU provides
Stop watches for referees		# of playing fields	Host provides
Playing field ID Signs		# of playing fields	LTU provides
Playing field ID Sign holder	Bookend	# of playing fields	Host provides
Judge/Referee T-shirts	Robofest official T-shirt	2 * #playing fields	LTU provides
Scoring sheets, clip boards, and pens			Scoring sheets are provided by LTU; Host provides clip board and pens
Copies of game rules		2 * #playing fields	Provided by LTU
Referee/Inspection/Judge Tables	3x6 or 3x8 table	2	Host provides
Rulers for measuring robot size, the gap	For inches	3-4	Host provides
Chairs for judges		4-8	Host provides
Ropes and poles to block official playing fields	"Yellow Do NOT ENTER" tapes and chairs can be used	One roll	LTU provides
Chairs for staging area		4-8	Host provides
Walls to block each track	White boards	3	LTU provides

Stage Area for Ceremonies

Item	Specification	Quantity	Note
Award tables	3x6 or 3x8 table, Need to be covered	2	Host provides
Individual medals		#players + #coaches	LTU provides
Award trophies		Depends on #teams at the site	LTU provides
Plaque for Host			LTU provides
Plaque for host organizer			LTU provides
Plaques for <i>local</i> sponsors	Optional		Host provides
Plaques for special volunteers	Optional		Host provides
National Flag		1	Host provides
Arrangements for the playing (or singing) of the National Anthem			Host provides
Podium and lectern	Optional		Host provides
Chairs for VIP	Optional	3-5	Host provides
Bags for certificates and individual trophies		#coaches	LTU provides
School/host official to make welcoming remarks, assist with awards presentations			Host provides