# EVENT RUN-OF-SHOW

Fill this in with your team the week before the event, then bring printed copies.

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The sample times assume a two-hour event starting at 10:00. Cross them out and write in your own.

| Event name | | Date |
|---|---|---|
| Location and room | Start time | End time |
| Host contact (name and phone) | Spark Gears mentor (name and phone) | |

## Roles

| Role | Name | Job |
|---|---|---|
| Event lead | | Runs the timeline and talks to the host |
| Station leads | | One per station. Runs the activity and keeps the line moving. |
| Greeter | | Welcomes families, runs sign-in, points people to stations |
| Photographer | | Takes photos and video. Asks before photographing faces. |
| Floater | | Fixes robots, refills supplies, covers breaks |

## Timeline

| Time | What happens | Who |
|---|---|---|
| 8:45 | Team arrives and unloads. | |
| 9:00 | Set up tables and stations. Charge and test every robot. | |
| 9:40 | Each station lead runs their activity once for the team. | |
| 9:50 | Huddle. Confirm roles and breaks. | |
| 10:00 | Doors open and sign-in starts. | |
| 10:05 | Two-minute welcome. Who we are and what FIRST is. | |
| 10:10 | Stations open. | |
| 11:00 | Robot demo or driving challenge for everyone. | |
| 11:15 | Stations reopen. | |
| 11:50 | Wrap up. Hand out flyers about joining a team. | |
| 12:00 | Event ends and teardown starts. | |
| 12:30 | Team debrief. | |

## Stations

| Station | Activity | Supplies | Lead |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

## Packing list

- [ ] Robots, controllers, and charged batteries
- [ ] Supply kit and spare parts
- [ ] Printed activity sheets
- [ ] Team banner, flyers, and stickers
- [ ] Safety glasses
- [ ] Battery charger and power strip
- [ ] Laptops and chargers
- [ ] Sign-in sheet and hour log
- [ ] Tape, zip ties, scissors, markers
- [ ] First aid kit and water

## Teardown

- [ ] Count robots, batteries, and controllers
- [ ] Unplug and pack all chargers
- [ ] Put the room back the way you found it
- [ ] Thank the host in person
- [ ] Pack the kit and count small parts
- [ ] Pick up trash and wipe tables
- [ ] Collect the sign-in sheet and hour log
- [ ] Take a team photo

## If something goes wrong

| Problem | Plan |
|---|---|
| A robot breaks | Switch that station to its backup activity. The floater fixes the robot off to the side. |
| Far more kids than expected | Shorten turns, combine two stations, or run a group demo for kids who are waiting. |
| Nobody shows up for 20 minutes | Send two people with a robot to the lobby or library entrance. |
| Someone gets hurt | Stop the activity and get the host. Use the first aid kit, and call 911 if it's serious. |

## Debrief notes