

# District Events Site Requirements

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This document is to provide some information as to the general requirements needed to host a *FIRST* Robotics Competition District Qualifying event. Additional information can also be found in the [Regional Site Requirements](#) guide and used as a reference when determining the best available space to host an event.

## Space Requirements

- **Competition Field:** space at least 130' x 80'
  - Seating capacity - 1,000+ (ideally; fewer seats possible on a case-by-case basis)
- **Pit Area:** 7500 sq./ft., ability to provide power, close proximity to main competition field
- **Ancillary rooms:**
  - 5 average size rooms ~ 15' x 15'
    - (Prayer, Quiet, Mentor Lounge, 2 Interview rooms for Judging)
  - 1 Volunteer Lounge – small cafeteria size ~ 40x70' (round tables for 70 people)
  - 1 Event office ~ 10'x10'
  - 1 Judges' Room - about 20'x30' (U-shape setting for 30 people)
  - EMT/FIRST Aid space (10x10) (optional) (can be in the pits)
  - VIP space – optional

## Other Items:

- **Forklift & Operator** – two 4-hour sessions
- **IT Support:** onsite day before start, ethernet drops as required, commitment to no maintenance shutdown, management of Wifi networks required
- Facility provided **floor covering** e.g. vinyl roll (if gym floor or ice covers on ice rinks)
- **Machine Shop:** provided by facility or *FIRST*
  - See the [Machine Shop Event Guide](#) for more information.
- **Parking:** 300-500 vehicles, trucks, trailers
- **Furniture** to support auxiliary rooms and main field areas.
  - 200 chairs; ~100 tables

## Resources:

- First Aid: 3.5 days x 12 hour days (1 person)
  - (e.g 4pm-9pm - Fri and 8am-8pm Sat/Sun)
- Overnight Security - 1 person - provided by the venue
  - (e.g. 7pm-7am Thu/Fri/Sat)

## Additional Venue-Related Resources and Questions

- Suitable seating - 1000 or more is preferable; fewer seats is possible.
- Are bleachers mobile pieces that pull out?
- Are there overhead doors that access the main gym area?
- Do entries to main gym doors have removable mullions?
- Any pipe and drape if available
- Any stanchions if available
- House AV available?
  - Screens to display game field / sound system
- Any other viewing areas if bleachers are full

- Catering is provided for volunteers/judges for Fri-Sun (breakfast, lunch and dinner). Hot meals are required. Dietary considerations are extremely important. Is catering in-house and what are the options to provide catering for event.
- Any Concessions stands/food outlets for teams to have food during the event

Event hosts can use the below table as a starting point as you identify venues and identifying venue contacts and things to consider for each area. This table is a guide and suggested starting point and is not a requirement, as each venue/District may handle venue selection differently.

Areas	Name (at Venue)	Identified	Comments
<p><b>Competition Area:</b> The designated playing area must be <u>at least</u> 80' x 100' with a high ceiling</p>			
<p><b>Pit Area:</b> A 10'x10' space per team is needed in the pit area, preferably. (30-35 teams per event)</p> <p>Additional space is needed for aisles and pit administration/robot inspection facilities</p> <ul style="list-style-type: none"> <li>• Each <b>team pit</b> will require 110 VAC drop and a 72"x30" table secured and provided by <i>FIRST</i> vendor</li> <li>• Access between the pit area and the playing field should be short, level, at least 6' wide and preferably is not also utilized by spectators</li> <li>• The pit area should have direct street loading access <ul style="list-style-type: none"> <li>○ Double doors for access and pit equipment, carts etc.</li> <li>○ Loading dock – elevated and/or flat with fork lift availability?</li> <li>○ Will trucks require lift gates?</li> </ul> </li> <li>• Fork Lift, Driver must be hired for 4 hours minimum and has no limit on how late.</li> </ul>			
<p><b>Judges' Meeting Room:</b> The judges meeting room should encompass 500-750 sq. ft. and be within easy walking distance of the field</p>			

<b>FIRST Impact Award Interview Area:</b> approx. 300 sq. ft. for interviews. This area should be quiet and free from distractions			
<b>Dean’s List Award Interview Area:</b> approx.. 300 sq. ft. for interviews. This area should be quiet and free from distractions			
<b>Volunteer Lounge:</b> The volunteer dining area should provide seating for 50+ and space for food buffet service			
First aid area: The first aid area should be within convenient walking distance of the pit and competition field			
<b>Machine Shop:</b> The inclusion of a machine shop is optional – Venue or <i>FIRST</i> ?			
<b>Parking:</b> The site should have access to as much free parking as possible and plans should be made for overflow parking <ul style="list-style-type: none"> <li>• Parking for team vehicle and trailers</li> <li>• Team members (10 parking spots per team)</li> <li>• Staff/volunteer parking (preferred location if possible)</li> </ul>			
<b>VIP Lounge:</b> to engage (optional) VIPs at district events, a VIP lounge with an unobstructed view of the field is recommended			
<b>Event Office:</b> for administering all direction supporting the event and schedule			
<b>Quiet Room</b> - See the <a href="#">Quiet Room Event Guide</a> for more information.			
<b>Prayer Room</b>			

<p><b>Internet Drops:</b> two required for the FMS table, with possible third for the webcast</p>			
<p><b>2-3 20-amp electrical access points:</b> for FMS table</p>			
<p><b>Flooring – Coverings:</b> facility provided vinyl cover for main game field surface and/or pit area?</p>			
<p><b>FIRST Flooring Covering:</b> provides ¼” ply board and carpet to protect flooring and provide robot conducive surface for game play</p>			
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• IT Checklist – <i>FIRST</i> will work with onsite IT personnel to assist with needs in advance of the event. <ul style="list-style-type: none"> <li>○ Check with Facility IT on access points outside for interference.</li> </ul> </li> </ul>			