

Regional Location & Site Requirements

Site Selection Process

The Regional Planning Committee's goal is to partner with the Program Delivery Partner and communicate potential venues that they feel would be viable for a Regional event. Show Ready Events (*FIRST* event management contractor) will work closely with the Program Delivery Partner and, in some cases, the Regional Planning Committee Chair(s) in the site selection process to gain as much local information as possible.*

Please note the facility must meet the venue standards and space requirements set by *FIRST*. Potential venues will be vetted by Show Ready Events and the Program Delivery Partner through a series of conversations and, if applicable, a site visit. Show Ready Events will submit a venue evaluation report to *FIRST* on whether or not the venue is viable for a FRC Regional. **Due to the contract negotiation process, it is imperative that all venue communication be handled directly through the Show Ready Events rather than the Regional Planning Committee/Director.**

**Please note that not all events use Show Ready Events. Events outside of US & Canada have the option of doing the planning themselves if preferred.*

Venue Requirements

Playing Field

The area that will hold the playing field must have an unobstructed area (ideally, column free) at least 80' x 100' with a ceiling height of 25' minimum, and seating with clear viewing for an average of 30 to 50 people per team.

Concrete is an ideal floor surface for the playing field. If the floor is not concrete (ice, wood, other synthetic surface), a floor covering will need to be in place. Examples of floor covering include gymguard tarps, masonite or plywood, or decking boards (on ice).

If temporary seating is required, the floor must meet weight bearing requirements and additional venue rental days may be required for set-up and strike.

A 200 amp 3-phase power drop will need to be provided for the production and playing field power. Two (2) hard-wired internet lines will need to be provided and run to the scoring tables.

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). The 150 sq. ft. is intended for both team space AND aisle space and assumes a 10'x10' pit per team. 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 on the same level as the playing field and at least 6' wide. Elevators are not an option for teams moving their robot to and from the playing field. Access between the pits and the playing field, for competing teams, will preferably be via a route other than that used by spectators.

The pit area will need access to a loading area (loading dock, double-entry doors) from street level.

The Practice Field will need to be located adjacent to or in the pit area. The practice field will be a minimum of 15'x30', and require a minimum ceiling height of 12'-14' (game dependent).

Each pit will receive a minimum of 10 amps. This power can be supplied from the venue or from the production company.

Additional Space Requirements

- **Judge's Room** – 500 - 750 sq. ft. within easy walking distance of the field. Ideally tables in a U-shape for 25 people, plus ancillary tables for workspace and catering.
 - See the [Judge Planning Guide](#) for more information.
- **FIRST Impact Award Interview Room** – 100 sq. ft., office or private area free of major event noise and/or traffic. One table and five chairs.
- **Dean's List Award Interview Room** – 150+ sq. ft., office or private area free of major event noise and/or traffic. One table and three chairs.
- **FIRST & AV Storage** – 400+ sq. ft. of unused space (back hallways, loading dock, built boneyard)
- **Staff/Volunteer Room** – Seating for 100 with food buffet area
- **Event Office** - 150 sq. ft. office or private area. Three - five tables and ten chairs.
- **Machine Shop** - Specific to each regional's needs. Examples of potential locations include, but are not limited to, loading docks (both inside and outside), pit area (if space allows)
 - See the [Machine Shop Planning Guide](#) for more information.
- **VIP Lounge/Functions** (optional) - Specific to each regional's needs
- **Quiet Room** (optional) - 500 - 750 sq. ft. The space should allow individuals using the room to spread out.
 - See the [Quiet Room Planning Guide](#) for more information.
- **Media/Press Room** (optional) - 100 sq. ft. meeting room with internet access and electrical power

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.

Parking

Parking is not paid for as part of a team's participation in the Regional Competition. When considering a venue, it is ideal to have as much complimentary parking as possible. Surface lots are preferred to allow for overnight truck/trailer parking.

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, and over-night 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.

Catering/Food Service

The venue must provide or allow professional catering. Venue must provide concessions or allow outside food and beverage for the teams and attendees. Any questions about catering and food service can be addressed with Show Ready Events.

Other Important Event Information:

- Events are typically 4-day venue rentals and are typically Wednesday-Saturday. A Thursday - Sunday pattern may also be considered.
- Preliminary setup may begin a day prior to Day 0 with bleacher installation and/or floor covering. Site specific.
- Show Ready Events will work with all vendors and venues to coordinate logistic details, including but not limited to AV, load-in/load-out, catering, EMT, security, internet, power, labor, etc.

Sample Regional Competition Site Schedule

Note: This example pertains to venues without bleacher installation.

(Day 0, typically Wednesday) Set-Up Day	
8:00 AM - 7:00 PM	Unload trucks
	Setup Audio Visual
	Lay carpet
	Set field/set pit
	Signs/Banners hung
6:00 PM - 8:00 PM	5 Team Reps from each school to load in and set up pits
9:00 PM	Approximate end-time for building close

(Day 1) Practice Day	
7:45 AM	5 Team Reps from each school to load in and set up pits
8:30 AM	Pits, Machine Shop, Registration and Inspection Open
9:00 AM	Team Load-in Ends
9:00 AM - 11:00 AM	Driver's Meeting, Field Open for Measurement and Calibration
11:00 AM - 12:00 PM	Lunch
12:00 PM - 6:00 PM	Practice Matches
6:30 PM	Pits and Machine Shop Close (all areas close)

(Day 2) Competition Day 1	
8:00 AM	Pits and Machine Shop Open
8:30 AM - 8:50 AM	Opening Ceremonies

8:55 AM - 12:00 PM	Qualification Matches
12:00 PM - 1:00 PM	Lunch
1:00 PM - 5:45 PM	Qualification Matches
5:4 5PM - 6:15 PM	Awards Ceremony
~6:30PM**	Pits and Machine Shop Close immediately following Awards Ceremony

(Day 3) Competition Day 2 and Strike	
8:00 AM	Pits and Machine Shop Open
8:30 AM - 8:50 AM	Opening Ceremonies
8:55 AM - 12:15 PM	Qualification Matches
12:15 PM - 12:30 PM	Alliance Selections
12:30 PM - 1:30 PM	Lunch
1:30 PM - 5:30 PM	Playoff Matches & Awards Ceremony
1:30 PM	Team load-out to begin and remain on a flow throughout the afternoon
5:30 PM	Final team load-out immediately following the conclusion of ceremonies
7:00 PM - 9:00 PM	<i>FIRST</i> and AV truck load-out