ABCs of running a VEX Robotics Competition Event

A – Awards – Order trophies early, coordinate with RSM and Judge Advisor on which awards to give out

B – Branding & Signage – Use banners and signs to help teams and spectators navigate

C – Check-in – Know which teams are there, have a map of pits and pits labeled

D – Drivers' Meeting – Review rules, schedule, procedures

E – Emergency Plan – Weather, power outages, medical

F – Field Setup – Assemble accurately, test electronics

G – Game Manual – Latest rules printed & handy, including Q&A

H – Head Referee – Certified, trained, professional

I – Inspection – All teams pass before competing, involve Head Referee

J – Judging Room – Private, quiet space

K – Kickoff Time – Start on time

L – Live Streaming – Share matches with remote viewers, local audience display with overlays

M – Match Schedule – Don't create until all teams are confirmed checked in, VEX Via, printed copies

N – Networking – Connect with teams, sponsors, school admins

O – Opening Ceremony – Welcome, introduce and thank volunteers, venue logistics

P – Pit Organization – Assigned spaces, power access, and pit displays for match schedules & scores

Q – Queueing – Dedicated crew keeps matches on schedule

R – RECF Library – Use the Event Partner resources for templates, guides, and best practices

S – Safety Considerations – Enforce safety rules, ensure safe pit layouts, have extra safety glasses for volunteers at fields

T – Technical Support – Use FreshChat on the RobotEvents Admin page to contact RECF support during the event

U – Updates – Share rules/schedule changes

V – Volunteers – Recruit, train, thank
Hospitality room?
Compensation?

W – Wi-Fi & Networking – Stable connections, test with event equipment (Pis, tablets)

X – X-tra Supplies – Extension cords, gaff tape, zip ties

Y – Youth Engagement – Welcome rookies & young drivers

Z – Zero Stress Mindset – Expect hiccups, stay calm