Time	Event/What/Who	Location	Comments
Friday 3:30 – Setup		**Event Area**	**3 - 5 hours needed w/ 10 volunteers; day before event recommended**
6:30 AM	Key Volunteers (SRRB) Report	Designated Entrance	Tournament Director & planning team; confirm setup & prep
6:30 AM	General Volunteer Breakfast	Volunteer Lounge	Coffee/donuts or breakfast available for volunteers
6:45 AM	Check In Volunteers Report	Designated Entrance	Prep for Volunteer/Team Check-In w/ Volunteer Coordinator
7:00 AM	Judges, Referees, Field Reset Report	Volunteer Registration	Judges to Judge Deliberation - Referees & Reset to RCA
7:00 AM	Judge Breakfast Begins	Judge Deliberation Room	Breakfast (Judges could bring breakfast from Volunteer Lounge)
7:00 AM	Pit Admin & Practice Table Coordinator Report	Pits	Pit Admin reviews practice table procedures w/ Practice Table Coor.
7:00 AM	Referee Meeting	*RCA	Head Referee to review game with Referees & Table Resetters
7:30 AM	**Team Check-In & Pits Open**	Team Check-In/Pit	Teams begin Check-In process and move into the Pit
7:30 AM	Judge Orientation	Judge Deliberation Room	Judge Advisor briefs Judges - agenda template available
7:45 AM	**Coach Meeting**	***RCA**	**Tournament Director (7:45) & Head Referee (8:00) to lead meeting**
8:00 AM	Judging Queuers Report	Volunteer Registration	Volunteer Coordinator to review position duties with Judging Queuers
8:00 AM	Emcee, Camera and AV Operators Report	*RCA	Production Manager to prepare volunteers for start of practice round
8:00 AM	Score Keeper,Timer, Head Queuer Report	*RCA	Field Manager to provide position orientation and training
8:15 AM	Judges Report to Judging Rooms	Judging Rooms	Judging Queuers begin locating their first teams
8:15 AM	Robot Game Volunteers	RCA	Prepare for start of practice round
8:30 AM	**All Judging Begins**	Judging Rooms	
8:30 AM	**Practice Round Begins**	***RCA**	**Note: Video camera support is optional**
9:00 AM	Emcee, Camera and AV Operators, Tech Advisor	Ceremonies Area	Production Manager to lead Ceremonies rehearsal
10:55 AM	**Judging Ends**	Judging Rooms	All Judges attend Opening Ceremonies
11:00 AM	Lunch for Robot Game Volunteers	Volunteer Lounge	Referees should attend the end of the Opening Ceremony - 11:30
11:00 AM	**Opening Ceremony**	Ceremonies Area	**Everyone Attend! (Robot Game Volunteers - eat lunch first)**
11:30 AM	Robot Game Volunteers Report	*RCA	Prep for start of official rounds
11:30 AM	Working Lunch - All Judges	Judge Deliberation Room	Complete Rubric for each team; award nominations; room rankings
11:45 AM	**Official Rounds Begin**	***RCA**	**Robot Game Volunteers begin official rounds**
12:00 PM	All Rubrics Complete	Judge Deliberation Room	All rubrics, award nominations, rm rankings to JA
12:00 PM	Deliberations in individual Judging Areas	Judge Deliberation Room	Head Judges (per JA recommendation) lead area deliberations
12:30 PM	Judges Visit Teams - optional	Pits/RCA	Visit teams in Pits or observe Round 2 of Robot Game - per JA direction
1:15 PM	Final Deliberations Begin	Judge Deliberation Room	Award Rankings; Final Deliberations & Award Script Writing Begin
1:55 PM	**End of Robot Game**	*RCA	Teams clean Pits - load out
1:55 PM	Teardown Competition Tables	*RCA	Competition Volunteers
2:00 PM	Raffle Drawing and Silent Auction Winners Announced		
2:10 PM	Dance Party	*RCA	
2:25 PM	Award Script Due	Ceremonies Area	Judges Assist with "High Fives"/Recognition
2:45 PM	Teams Line-up for Parade	Escorts	Head Escort is in-charge
3:00 PM	**Parade of Teams & "High Fives"**	**Ceremonies Area**	**All Judges & Referees assist with "High Fives"/Recognition**
3:10 PM	**Closing Ceremony**	**Ceremonies Area**	Check with the Partner about the awards to be distributed
3:45 PM	End of Event	Tear down - All Areas	
*RCA	Robot Competition Area		

NOTE: Times in this sheet do NOT update when you modify event times in "2.General Schedule."