

Event Technical Checklist

For Event Directors, *FIRST* Technical Advisors, and Technical Directors

Revision History	
Revision	Description
25-26.1	Initial 2025-26 Season Release

This document provides a template for planning the technical aspects of a typical *FIRST* Tech Challenge event. Event Directors and FTAs should collaborate on this checklist and use it as a guide during pre-event planning and setup. Events with exceptional needs (such as advanced A/V integration) will require additional planning that is beyond the scope of this document.

Separately, Event Directors and Technical Directors (if staffed; otherwise FTAs) should use the Wi-Fi Event Checklist available in the [Wi-Fi Event Planning Guide](#) to prepare the wireless environment of the event.

Items in the [Event Overview](#) section are applicable to the entire event. The [Division Overview](#) section should be completed once for each division at the event (once for single-division events).

Event Overview

Event Details					
Name					
Date(s)					
Location					
Type	☐ Scrimmage ☐ Qualifier ☐ Off-Season	☐ League Meet ☐ Super-Qualifier ☐ Premier Event	☐ League Tournament ☐ Regional Championship		
Expected # of Teams					
Division Count		# of Fields per Division		# of Total Practice Fields	
Event Live Streamed?		Platform			
Arena Fields...	☐ Are Raised ☐ Are Not Raised ☐ Use AndyMark Perimeter ☐ Use IFI Perimeter ☐ Use Standard Lighting ☐ Use Stage Lighting				

Technical Leadership	
Event Director	
Event Lead FTA	
Technical Director (if staffed)	
Lead Scorekeeper	

Technical Staffing Totals			
Use the Level of Staffing guidance in the Field Operations section of the Tournament Guide .			
# of Division Lead FTAs		# of CSAs	
# of Field Supervisors		# of Scorekeepers (non-lead)	
# of FTA Assistants		# of WTAs	

Responsible Party for Providing Equipment	
Main Scoring Computer	
Main Scoring Router / Aps	
Inspection & Scoring Tablets (may be multiple providers)	
Practice Field(s) (may be multiple providers)	

Division Overview

Complete this page once for each division at the event (once for single-division events).

Division Details	
Name	
# of Teams	
# of Fields	

Technical Staff	
Division Lead FTA (multi-division events only)	
Field Supervisor (if staffed)	
FTA Assistant(s) (if staffed)	
Scorekeeper (multi-division events only)	

Responsible Party for Providing Equipment			
	Field 1	Field 2 (if applicable)	Field 3 (if applicable)
Perimeter			
Tiles			
Game Elements			
Timer Display			
Audience Display(s) (multi-division event?)			
Scorekeeper Interface (multi-division events only)			
Field Maintenance Tools			