

Event Technical Checklist

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

Revision History	
Revision	Description
26-27.1	Initial 2026-27 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	☐ Non-Advancing Event ☐ League Meet ☐ League Tournament ☐ Qualifier ☐ Super-Qualifier ☐ Regional Championship ☐ Premier Event				
Expected # of Teams					
Division Count		# of Fields per Division		# of Total Practice Fields	
Event Live Streamed?		Platform			
Arena Fields...	☐ Have Floor Covering		☐ Have Permission for Use on Bare Floor		
	☐ Use Standard Lighting		☐ Use Stage Lighting	☐ Other	
	☐ Are Raised		☐ Are Not Raised		

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

Technical Staffing Totals			
<i>Use the Level of Staffing guidance in the Field Operations section of the Tournament Guide.</i>			
# of Division Lead FTAs		# of CSAs	
# of Field Supervisors		# of Scorekeepers	
# of FTA Assistants		# of other Technical Staff	

Responsible Party for Providing Equipment	
Main Scoring Computer (keyboard, mouse, monitor)	
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			

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			