



EXPLORE

Team Information Packet

CARGO CONNECTSM



(Festival Title) *FIRST*[®] LEGO[®] League Explore Festival

Festival Date, Time, Location and Contact

Date: Month & Day, Year

Time: 9 AM – 1PM

Location: Venue Name, Address

Festival Contact: Name of Team Contact for the event. Include contact's email address and phone number

Event Schedule

Time	Activity	Location
9:00 AM	Team Check-in & Pits Open	
9:15 AM	Coach Meeting	
9:30 AM	Opening Ceremony (Open to the Public)	
10:00 AM	Team Model & Poster Viewing Begins	
10:00 AM	Reviewing begins	
10:00 AM	Team Activities Begin	
12:00 PM	Reviewing and Team Activities End	
12:30 PM	Closing Ceremony	

Directions

Add driving directions, or a link to the directions if you are referencing an online mapping tool. (Considering the abundance of personal GPS tools, many events do not find it necessary to include driving directions).



Parking

(Include information about parking – perhaps teams will follow signage to know where to park or enter the venue parking lot – you can include the required team and spectator facility entrance points in this area, too).

Food

(Include how meals will be handled at the event. Consider the following when adding information to this section:

- Will concessions be provided on-site?
- How much will food cost? Add menu and pricing, if available.
- Include pre-order lunch information, if applicable.
- Can teams bring food into the facility? Are coolers permitted?
- Where will teams eat? Include the areas where food is permitted and where food is not permitted.
- Include misc. items available for purchase on-site. For example, coaches will want to know if they will be able to purchase coffee at the venue! ☐

Dress

Dress for all teams and spectators is casual. In fact, we encourage your team to adopt a fun and unique team identity, which allows others to understand something about your team, your engineering experience, or your project. Most importantly, dress comfortably and remember to **HAVE FUN!**

Team Size

The maximum number of children allowed on a team is 6. All youth team members must be between the ages of 6 and 10.

Team Check-in

Team check-in will run from 9:00 AM – 9:25 AM.

Coaches must submit the following to the Team Check-in Volunteers upon arrival to the event:

- **Team Roster (for events held in the United States and Canada):** Download your team roster from the team registration website, print a copy, and bring it to Team Check-in. Staple additional *FIRST*[®] Consent and Release Forms to the Team Roster for any youth team member or coach that does not have an electronic consent form on file. A *FIRST* consent form is required for every team member, coach, and mentor who will be with the team during the event.

Your team will receive the following at Team Check-in:

- **Schedule of Events and/or a Program Book:** Your team will be provided information about the Festival day, including an event schedule.
- **Additional Information:** (Include additional information regarding ceremony procedures, emergency procedures, etc. – let teams know what additional information they can expect to receive at team check-in).

Team Pits

The Pit is where your team will spend most of the time. This is where you will display your poster and model for public viewing. This is also the area where you can enjoy downtime with your team, get to know other teams, and see their posters and models.

Your team will have access to:

- One standard-sized table
- Add other items that will be available in the team Pits here. Suggestions include:
- At least two (2) chairs
- Electricity – Bring an extension cord and a power strip, as your access point will consist of a single outlet/plug. A power strip will allow you to charge your robot and your tablet at the same time if you are using WeDo software.

We recommend that you bring the following items to the event:

- Your Team Poster, Model and any additional LEGO[®] pieces you may need for model repair.
- Your computer or tablet and power cord.
- An extension cord and power strip.
- A bin or large bags (like trash bags) to store personal belongings, like coats, under your table.
- If your event will have a separate reviewing space, include: A box or small bin to carry your model to and from the reviewing room.
- A team banner or other team sign – to hang from your pit table and carry for Opening & Closing Ceremonies

Some Pit Area Rules to keep in mind:

- Coaches should NEVER work on the Model.
- Teams and Coaches should behave as Gracious Professionals when participating in team activities.

Coaches' Meeting

The Coaches' Meeting will be held in the **Festival Area at 9:15 AM.** At least one coach should attend this meeting. Make sure that another coach or mentor assists the team with setting up the Pit area during this time. At the Coaches' Meeting, the coach will have the opportunity to:

- Meet the Festival Organizer
- Meet the Head Reviewer or reviewing team
- Understand the flow pattern through the Festival
- Ask reviewing-related questions
- Ask any other Festival-related questions

Reviewing

Team reviewing begins at **10:00 AM.** Each team will have **5 minutes** to talk with a pair of Reviewers.

During your reviewing session, nobody from the team should stand behind the Reviewers. Coaches should be silent observers of the reviewing process and refrain from influencing the session in any way. The reviewing schedule is tight. You must be on time for your reviewing session or forfeit the session.

All cell phones (team members & coaches) must be turned off during the reviewing sessions.

The following outlines what you can expect during your reviewing session: *FIRST* LEGO League Explore teams will each get the opportunity to meet with a pair of Reviewers. This session is an opportunity for your team to tell about all they have done during the CARGO CONNECTSM season. Teams are not required to have a pre-planned presentation, but if they do, please make sure to inform your Reviewers of this as you enter the reviewing area. If you do not have a pre-planned presentation, Reviewers will use this time to ask team members questions about their Model, Team Poster, research and Core Values.

Opening Ceremony

At **9:30 AM** just prior to the start of the Team Reviewing, join us for the Opening Ceremony! This is a fun celebration to officially kick off the name of event. The ceremony will begin with a Parade of Teams – bring your team banners or signs (if you have them) and your team spirit!

Spectators

The Festival is free and open to the public, starting at 9:30 AM.



Awards

The following awards will be presented at this Festival. All awards are non-competitive, and teams are chosen based on what the Reviewers wish to highlight.

- [List Awards](#)
- [List Awards](#)

What is *Gracious Professionalism*?

Gracious Professionalism is part of the ethos of *FIRST*. The idea and phrase are found throughout *FIRST*, but no one has been a stronger champion than *FIRST* National Advisor, Woodie Flowers.

“Gracious Professionalism is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process.”

We expect all team members, volunteers, coaches, and families to behave as Gracious Professionals.

Festival Cancellation Policy

(Include your Festival’s policy for cancelling this event – the following is a sample: “The (name) Festival will be canceled or delayed due to causes and conditions beyond the organizers’ control, including, but not limited to inclement weather, acts of nature, government restrictions, and/or any other cause beyond the organizers’ control. Please refer to local news and radio for current county advisories. If the event must be canceled, it [will]/[will not]not be rescheduled.)

Event Day Checklist

	Team Roster (U.S. and Canada Teams)
	Model, attachments, extra parts
	Fresh batteries/spare batteries/rechargeable battery charger
	Computer/tablet and battery (if available) and power cord
	Team Poster
	Extension cord and power strip if power is provided
	Box to carry Model to Reviewing Area
	Provisions for lunch (check with Festival Organizer for options)
	Bin to hold personal and team items (coats, games, etc.) to fit under Pit table
	Team Banner or poster to carry for ceremonies or for Pit space (optional)
	Team Giveaways (optional)