



## Event Volunteer Step-by-Step Procedure

### FRC Master of Ceremonies (MC)

#### Day 0 – Wednesday

- 1) **Check in** at Volunteer Check in.
- 2) **Introduce yourself** to the event manager and game announcer.
- 3) **Tour arena** and walk through pit area.
- 4) **Get Team Information Sheet, Pit Map, and Event Program** from Pit Admin table.
- 5) **Attend volunteer information meeting** and dinner.

#### Day 1 – Thursday

- 1) **Check in** at Volunteer Check in and enjoy the volunteer breakfast.
- 2) **Introduce yourself** to event manager, scorer and game announcer.
- 3) **Introduce yourself** to the technical director, Field Technical Advisor (FTA), Field Supervisor, and Head Referee.
- 4) **Tour arena** and walk through pit area to meet and observe teams.
- 5) **Get Team Information Sheet, Pit Map, and Event Program** from Pit Admin table.
- 6) **Go to scoring table and watch practice matches.** Observe robots and potential game strategies and occurrences.
- 7) **Meet with Event Manager** to review Opening Ceremonies script and list of speakers.
- 8) **Insert remarks** into script.

#### Day 2 – Friday

- 1) **Check in** at Volunteer Check in and enjoy the volunteer breakfast.
- 2) **Go to scoring table.** Make sure that all Wednesday/Thursday duties are complete.
- 3) **Meet with Event Manager** to confirm Opening Ceremonies script and list of speakers.
- 4) **Receive a printout of the script.**
- 5) **Make note cards** with script bullet points for use during Opening Ceremonies.
- 6) **Review team introduction protocol** with game announcer.
- 7) **Introduce yourself to speakers.**
- 8) **Run Opening Ceremonies** as directed by the Event Manager and Technical Director. Follow script.
- 9) During matches, introduce teams along with game announcer and begin matches with the "3, 2, 1, GO!"
- 10) **Meet teams on deck** and receive any hats, flags, costumes, etc for use during their team's introduction.
- 11) **Receive and review awards ceremony script** from Event Manager. Review and edit.

- 12) **Review protocol for awards ceremony** with Event Manager and Technical Director.
- 13) **Run awards ceremony.** Introduce speakers and judges, and read award descriptions as provided by the judges.
- 14) **Shake hands with winning teams** as they move through the receiving line.
- 15) **Close awards ceremony.** Include housekeeping notes, important information, and an upbeat message that includes a thank you and goodnight.

### Day 3 – Saturday

- 1) **Check in** at Volunteer Check in and enjoy the volunteer breakfast.
- 2) **Go to scoring table.** Make sure that all Wednesday/Thursday duties are complete.
- 3) **Meet with Event Manager** to confirm Opening Ceremonies script and list of speakers.
- 4) **Receive a printout of the script.**
- 5) **Make note cards** with script bullet points for use during Opening Ceremonies.
- 6) **Review team introduction protocol** with game announcer.
- 7) **Introduce yourself to speakers.**
- 8) **Run Opening Ceremonies** as directed by the Event Manager and Technical Director. Follow script.
- 9) During matches, introduce teams along with game announcer and begin matches with the "3, 2, 1, GO!"
- 10) **Meet teams on deck** and receive any hats, flags, costumes, etc for use during their team's introduction.
- 11) At the end of qualification, **receive team ranking printout** from Head Scorer.
- 12) **Run alliance selection process** with Technical Director and game announcer.
- 13) **Receive and review awards ceremony script** from Event Manager. Review and edit.
- 14) **Review protocol for awards ceremony** with Event Manager and Technical Director.
- 15) **Run awards ceremony.** Introduce speakers and judges, and read award descriptions as provided by the judges.
- 16) **Shake hands with winning teams** as they move through the receiving line.
- 17) **Close awards ceremony** and include an upbeat message with a thank you and goodnight.