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.