



Event Volunteer Step-by-Step Procedure

FRC Game Announcer

Day 0 – Wednesday

- 1) **Check in** at Volunteer Check in.
- 2) **Introduce yourself** to the event manager and Master of Ceremonies (MC).
- 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 MC.
- 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) **Review game rules and scoring.**
- 8) **Review team information** and clarify any name/sponsor discrepancies.

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) **Get the match list printout** from the Head Scorer or Field Supervisor
- 4) **Review scoring announcement protocol** with Technical Director and Head Scorer.
- 5) **Receive and review opening ceremonies script** from Event Manager.
- 6) **Review with the MC names & pronunciations as well as introduction protocol.**
- 7) **Review team introduction protocol** with MC.
- 8) **Introduce MC** at the start of opening ceremonies.
- 9) During matches, introduce teams along with MC, provide play-by-play commentary, and announce scores.
- 10) **Receive and review awards ceremony script** from Event Manager.
- 11) **Introduce MC** and then work/observe awards ceremony.

Day 3 – Saturday

- 1) **Check in** at Volunteer Check in and enjoy the volunteer breakfast.
- 2) **Review match list** printout.
- 3) **Review alliance selection protocol** with MC and FTA.
- 4) **Introduce MC** at the start of opening ceremonies.
- 5) During matches, introduce teams along with MC, provide play-by-play commentary, and announce scores.
- 6) At the end of qualification, **receive team ranking printout** from Head Scorer.
- 7) **Run alliance selection process** with MC per the protocol.
- 8) **Record alliance selections** as they are made.
- 9) **Receive and review Elimination Match printout** from Head Scorer.
- 10) During matches, introduce teams along with MC, provide play-by-play commentary, and announce scores.
- 11) **Receive and review awards ceremony script** from Event Manager.
- 12) **Introduce MC** and then work/observe awards ceremony.