

## General Pre-Competition Checklist

- ☐ FIRST Registration & Roster
  - ☐ Make sure all team members, including Business team members, are registered on the FIRST Registration System
  - ☐ Print out rosters of each FTC team prior to competition
- ☐ Engineering Notebook
  - ☐ Put team number & name on the outside of the notebook
  - ☐ Team Section: About the team, team bios, etc
  - ☐ Engineering Section: Details the design process of the robot and how all the components of the robot work
  - ☐ Business Section: Outreach, Finance, etc.
  - ☐ See Engineering Notebook requirements for more details  
([https://www.firstinspires.org/sites/default/files/uploads/resource\\_library/ftc/engineering-notebook-guidelines.pdf](https://www.firstinspires.org/sites/default/files/uploads/resource_library/ftc/engineering-notebook-guidelines.pdf))
- ☐ Trifold
  - ☐ Create a trifold with about the same sections as the engineering notebook (Team Section, Engineering Section, Business/Sustainability Section). It should be somewhat aesthetically pleasing.
- ☐ Judging Presentation
  - ☐ Map out how the presentation will be structured, assign each
  - ☐ Rehearse the presentation with the entire team at least once
- ☐ Robot
  - ☐ Tighten all screws, check all electrical connections, etc.
  - ☐ Mock Inspection - double check the 18" x 18" x 18" requirement, make sure team number is on the robot - 180 °
  - ☐ Test gamepads (certain gamepads are weird and they don't work; the robot drives itself in teleop phenomenon)
  - ☐ Charge phones
  - ☐ Charge batteries
  - ☐ Test autonomous
  - ☐ Hours upon hours of driver practice
  - ☐ Do full 2:30 practice games
- ☐ Control Award
  - ☐ Print & fill out control award sheet
- ☐ T-Shirts
  - ☐ Make sure everyone has a T-shirt and knows to wear it
- ☐ Optional Pre-Comp Items
  - ☐ Buttons
  - ☐ Unveil Video
  - ☐ Scouting



