TOURNAMENT CHECKLIST

Use this sample document or the blank one on page 2 to keep track of each task. Put a check mark in the first column when you are done with the task.

Done	What to Bring	Who is Responsible
ROBOT DESIGN		
	Robot	
	Attachments for each run	
	Charging Cable	
	Download Cable	
	Laptop with Code	
	USB stick with Code backed up	
	Handouts (e.g. Code Printouts)	
	Spare parts	
	Engineering Journal/Binder	
RESEARCH		
	Research Tri-fold/Poster	
	Props/Costumes	
	Handouts (e.g Brochure of solution)	
	Research Binder	
CORE VAUES		
	Core Values Tri-fold/Poster (if required)	
	Handouts	
OTHER		
	Extension Cord	
	Pit decorations	
	Giveaways (e.g. buttons, stickers, etc)	
	Forms required for event	Team Coach

TOURNAMENT CHECKLIST

Done	What to Bring?	Who is Responsible?
ROBOT DESIGN		
RESEARCH		
CORE VAUES		
OTHER		