



781 Outreach Planning and Reporting

The Opportunity

Name of Event	
Who or what organization is this event for?	Name and Contact info
What is the event all about?	
When & Where is it?	
Why would the team be involved?	<input type="checkbox"/> Opportunity to talk about STEM and FIRST? <input type="checkbox"/> Give back to the Community? <input type="checkbox"/> Help others in the FIRST community? <input type="checkbox"/> Raise money? <input type="checkbox"/> Other
What is needed? What kind of display?	<input type="checkbox"/> No display just team members helping out in green shirts <input type="checkbox"/> Small display table <input type="checkbox"/> Non-working robot to look at only <input type="checkbox"/> Full working robot for demo
What would team members be doing?	Is it eligible for volunteer hours? Yes No
What is the time commitment?	
Should we do it? Why or Why Not?	Who will get back to the person or organization running the event?

The Plan

Who on the team will be in charge of this?	Has contact been made with the event organizer? Yes	
How will the event be advertised?	<input type="checkbox"/> The event itself is doing the advertising (e.g. Multicultural night, Cruise night) and we can just tell people on social media that we are going to be participating <input type="checkbox"/> We need to do our own advertising <input type="checkbox"/> The event does not need to be advertised ahead of time, we can just report on it (e.g, highway clean up)	
Names of team members who will be doing this		
What do individuals need to bring?	<input type="checkbox"/> Green shirts <input type="checkbox"/> Volunteer hours booklet <input type="checkbox"/> Camera	<input type="checkbox"/> Equipment <input type="checkbox"/> Safety glasses <input type="checkbox"/> Sunscreen <input type="checkbox"/> Water
What does the team need to bring? Use this a checklist to pack the stuff	<input type="checkbox"/> Robot(s) Which one(s) <input type="checkbox"/> Game piece(s) <input type="checkbox"/> Target and/or plastic driving markers <input type="checkbox"/> Driver Station <input type="checkbox"/> Driver Station computer power supply <input type="checkbox"/> 4+ fully charged batteries <input type="checkbox"/> 3 chargers <input type="checkbox"/> 3+ extension cords <input type="checkbox"/> 2 power bars <input type="checkbox"/> battery spill kit <input type="checkbox"/> first aid kit <input type="checkbox"/> tool box with essential tools <input type="checkbox"/> tape to secure extension cords <input type="checkbox"/> barrier ribbon <input type="checkbox"/> painter's tape to stick things to walls <input type="checkbox"/> step stool <input type="checkbox"/> video files <input type="checkbox"/> monitor + power supply to display videos	<input type="checkbox"/> computer + video cable + audio cable to run videos <input type="checkbox"/> table wrap <input type="checkbox"/> Kinetic Knight pamphlets <input type="checkbox"/> FIRST Robotics pamphlets <input type="checkbox"/> FLL pamphlets <input type="checkbox"/> Contact Me About Starting a Robotics Team sheet + some pens or pencils <input type="checkbox"/> latest trophies <input type="checkbox"/> chairman's award binder <input type="checkbox"/> safety manual <input type="checkbox"/> display board <input type="checkbox"/> banners <input type="checkbox"/> team swag eg buttons, pins, tattoos, etc. + basket to display them <input type="checkbox"/> a couple pairs of gloves for lifting the robot Safety barriers 2 tables Overhead canopy

Transportation	Who is getting stuff there? What time are we going?
Contact info for the team member in charge	

At The Event

Safety First	<p>Know the location for calling 911 emergency</p> <p>Locate the nearest exits, fire alarms, first aid</p> <p>Check that extension cords are not a tripping hazard</p> <p>Check that robot maximum speed reduced in code</p> <p>Check that the emergency stop button functions</p> <p>Demo area has barriers to protect the public</p> <p>Talk to the team members so they know the safety things</p>
Talking to the organizer	<p>Make sure you talk about the safety things</p> <p>Be sure you understand what the event is all about</p> <p>Be sure they know who to talk to if they have any concerns</p> <p>If team members are available, offer help to others</p> <p>Ask the organizer for feedback</p>
Talking to the media	<p>If the media is there and you have a chance to speak to them, let them know who the team is and why you are involved in this event</p> <p>Be sure to record what media you spoke to so that we can check to see if there is something about the team in the newspaper, on the radio, on TV, etc. Also if there were media who were not there, we can send them a press release.</p>
Keeping things running smoothly	<p>Look around to ensure things are running well</p> <p>See if team members need help</p> <p>If there is a bottleneck or slow down, see if you can get more help (for example if there is a long lineup of people wanting to drive the robot, have a team member talk to the people in line, hand out buttons and tattoos, etc.)</p>
Telling others	<p>Take Pictures</p> <p>Tweet</p> <p>Post on our website</p>

The Report

What did we end up doing?	
How many people were at this event?	
Did we accomplish our goals? How?	See section on why the team is involved on the first page
What went well?	
What would we do differently?	
Would you recommend we do this again in future? Why or why not?	
Where are the pictures from the event?	<input type="checkbox"/> Uploaded to the website <input type="checkbox"/> Given to the Admin captain <input type="checkbox"/> Given to the Awards lead <input type="checkbox"/> Other
How have we told others about this?	<input type="checkbox"/> Blog post <input type="checkbox"/> Tweet <input type="checkbox"/> Instagram <input type="checkbox"/> Article for newspaper <input type="checkbox"/> Other
Was there media coverage?	<input type="checkbox"/> Newspaper? Which one(s) <input type="checkbox"/> TV/Cable? <input type="checkbox"/> Radio?