



# 2021 VIRTUAL

# REC FOUNDATION SUMMIT

Overview of EP Resources

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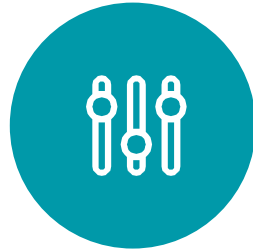
# Presentation Outline

## Four Sections



### Becoming an Event Partner

Getting started



### Before Your Event

Planning for success



### During Your Event

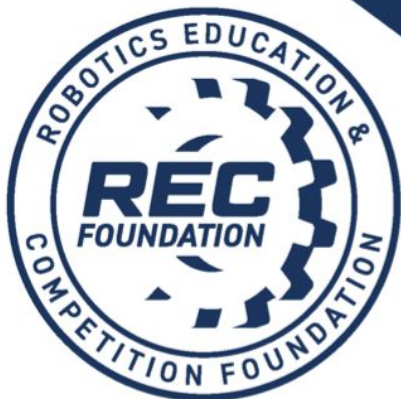
Troubleshooting event issues



### After Your Event

Debrief and plan for next time





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**EP Resources:  
Becoming an Event Partner**

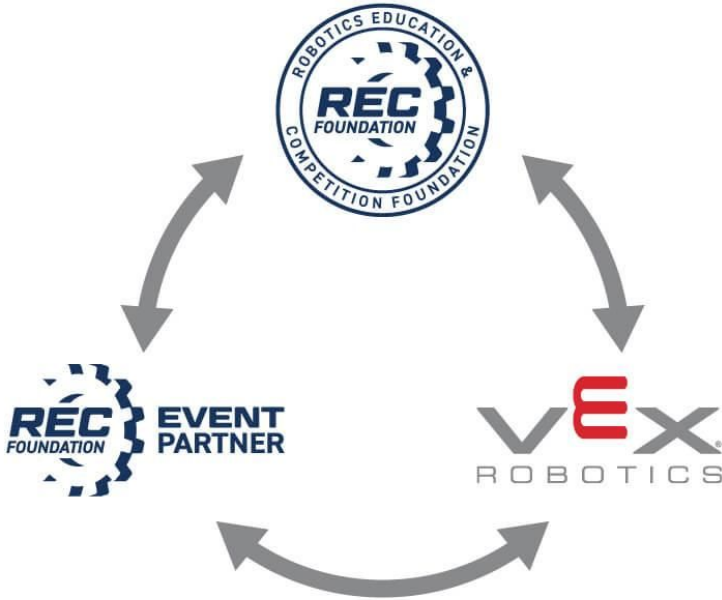


# Who is the Event Partner (EP)?

The Event Partner (EP) acts as the coordinator of a planning team that organizes REC Foundation program events, whether they are tournaments, leagues, scrimmages, and/or workshops. The EP is the leader who acts as the liaison between the REC Foundation and the planning team that runs an event.

The EP agrees to uphold:

- [Commitment to Event Excellence](#)
- [Qualifying Criteria](#)
- [Code of Conduct](#) & [Student Centered Policy](#)
- [All game rules and regulations](#)



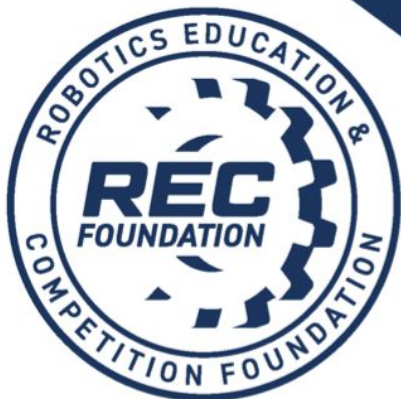
# Becoming an Event Partner

Where to Start



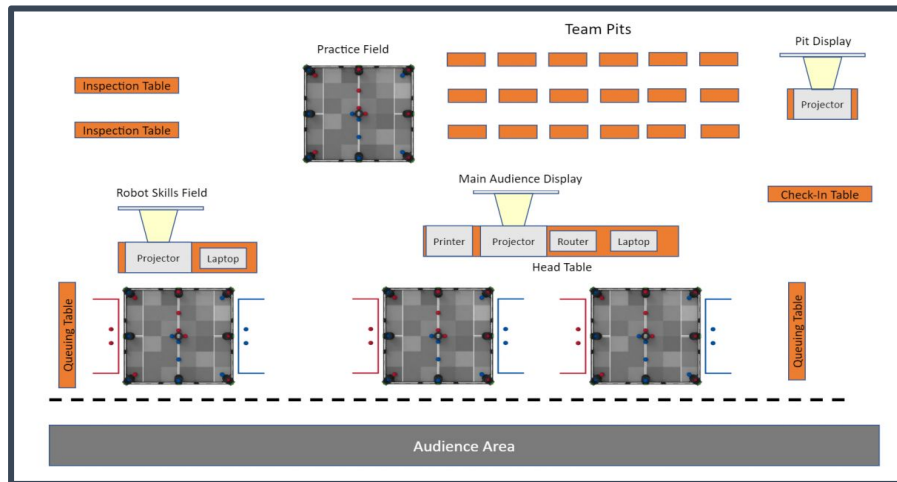
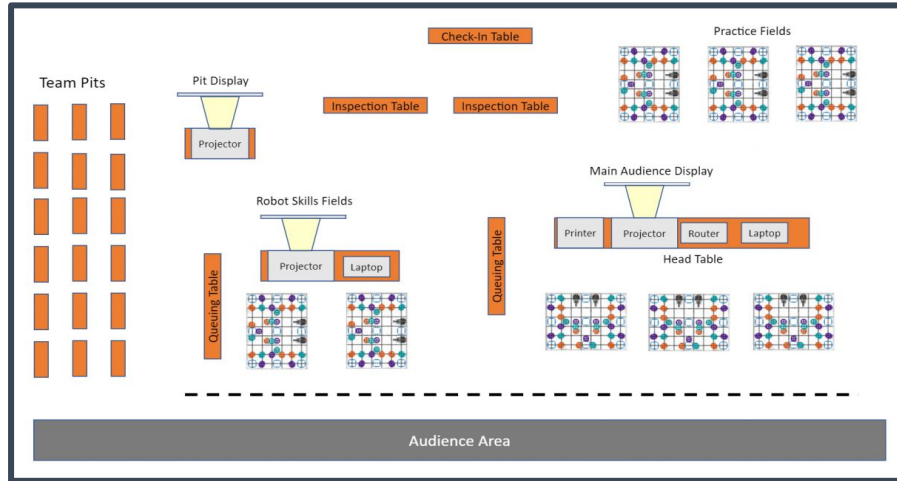
- Read the [EP Guide](#)
- Take the [EP Certification Course](#)
- Discuss with [your Event Engagement Manager \(EEM\)](#)
  - What kind of event do you want to run, and when?
  - What equipment do you have / need?
  - What volunteers can you recruit?
- Create a draft budget
  - Your registration costs should cover the costs to run the event and help sustain your program
  - EPs also receive a discounted trophy pack for their first event, and potentially other discounts for products that support their event.





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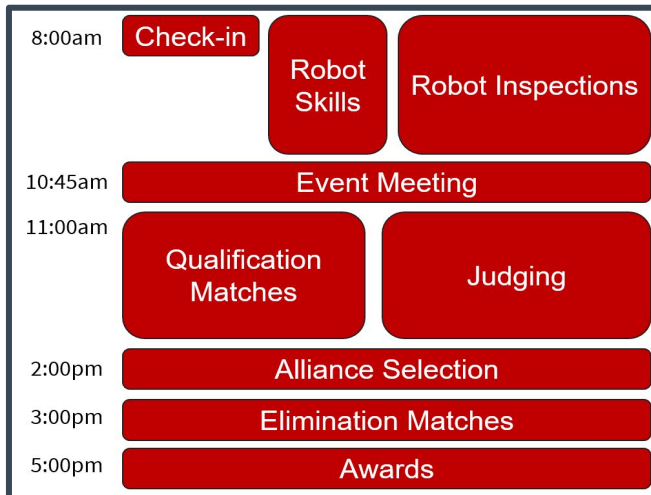
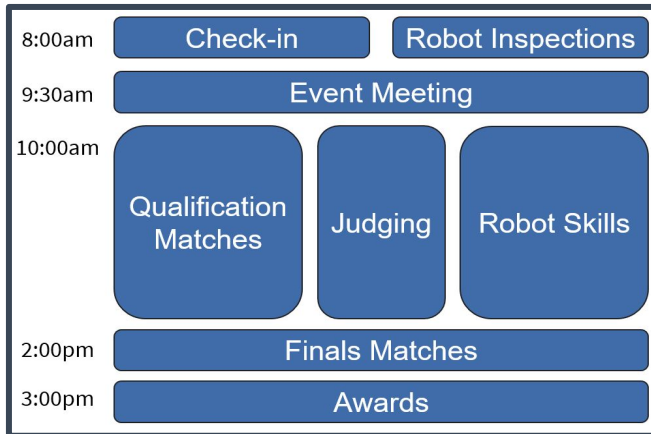
**EP Resources: Before your Event**



# Before your Event

## Planning for Success

- All events must be approved by an EEM
  - Your EEM will need to enable your RobotEvents account to have EP access to [post events](#).
  - EEMs help EPs plan around other events in the region to avoid conflicts
- Follow the [Event Planning Checklist](#)
- Create a planning team to divide the workload and carry out decisions.
- Use REC Foundation [PR & Media templates](#) to promote your event to the community



# Before your Event

Planning for Success

- Work with your EEM:
  - EPs in a region often help each other by sharing resources
    - Both equipment resources as well as volunteers
- Gain experience shadowing or assisting an EP at an earlier event
- Use [Tournament Manager](#) to create a template for your event
  - This will inform your event agenda and help you figure out equipment needs
- Create a “Run of Show” including any guest speakers, opening/closing ceremonies, etc.





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**EP Resources: During your Event**

# During your Event

## Troubleshooting Event Issues



- An EEM or ESS (Event Support Specialist) often attends events (this will need to be arranged in advance).
  - They are there to help troubleshoot issues and procedures - **not** to replace the EP or key volunteers.
- If not present, your EEM is still only a phone call away to help solve issues or answer questions.
  - It is better to double check when in doubt - your EEM is a great resource to bring an outside perspective on a problem.
  - Sometimes just talking through a problem with someone helps to clarify a solution.



# During your Event

## Troubleshooting Event Issues

- Planning ahead will solve many potential issues before they become problems during your event.
- A volunteer coordinator is helpful to assist with managing event staff (particularly for larger events).
- It is important to be flexible - unforeseen questions or issues often arise and need to be accommodated.
- The Game Manual includes rules such as G1 and G2 to guide event expectations and team behaviors.





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**EP Resources: After your Event**



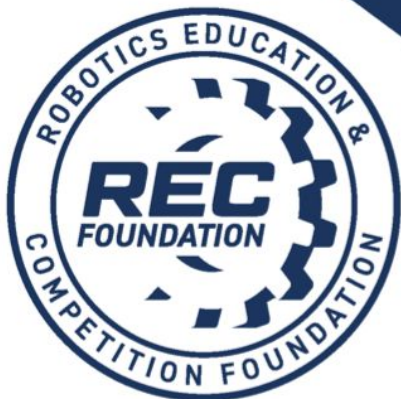
# After your Event

Planning for the future



- In many instances EEMs will have a debrief with EPs
  - What went well, what can be improved?
- EPs are encouraged to volunteer at other events.
  - Build local relationships and learn best practices.
- Volunteer at the VEX World Championship.
  - Local volunteers learn best practices and gain experience at the World Championship - and can bring what they have learned back to your region for next season.





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# QUESTIONS?

Please type in chat or message  
staff directly

**THANK YOU**



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