

Pre-Event Readiness Checklist

- ☐ In the event of an emergency, please provide the contact details for two team mentors:

In the Event of an Emergency	
Main Contact #1 Name	
Email	
Phone Number (that can be reached the day of the event)	

Main Contact #2 Name	
Email	
Phone Number (that can be reached the day of the event)	

- ☐ Have you printed and completed the [2025 FRC Inspection Checklist](#) ?
- ☐ This checklist must be **turned in at Team Check-In** to receive your **Field Driver Buttons**.
- ☐ Have you shared the event livestream link with your team members / parents / via social media?
- ☐ [FIRST Wisconsin Youtube Channel](#).
- ☐ Do students know there is an optional student roundtable taking place on Friday from 5-6pm?
- ☐ Do mentors know there is an optional mentor roundtable and/or FIRST Wisconsin open office hours taking place on Friday from 6:30-7:30pm?
- ☐ Does your designated media team member know there's a media team meeting at 8:15am on Saturday morning to discuss media rules for the event and pick up the media buttons?
- ☐ Have you completed the following information for State Championship Pins?

Team Attendee Details	
# of Mentors on the team	
# of Students on the team	
Total # of State CMP Pins Needed	

- ☐ Do you have a designated mentor who is picking up the team's State Championship Pins at one of the following locations and times?
- ☐ Friday between 7:30 – 7:45pm in the Roundtable Room
 - ☐ Saturday between 7:15am – 8:15am at the Pit Admin table
- ☐ Have you completed the Senior Recognition & Engagement Committee Information on the second page?

Senior Recognition	
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Total # of Seniors Graduating FY25

Please list each senior's **first name** and note their **post-high school plans** in the appropriate category below. We will be celebrating team seniors and their next steps throughout the event.

Enrollment (Provide School Name and Location per student):

Enlistment (Provide details on which branch per student):

Employment (Provide name of organization per student):

Engagement Committee Contact Request	
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FIRST Wisconsin is building a statewide Engagement Committee to strengthen mentor support and foster collaboration between teams at the regional level. We are seeking one adult per team to serve as a primary **communication contact**—someone who can help share updates, gather feedback, and promote connections with nearby teams.

This individual is a strong communicator, familiar with your team and local area, has time to participate in a monthly virtual or in-person meeting, and is willing to share updates and socialize with other mentors and FIRST Wisconsin.

Name _____

Email

☐ Have you completed this form and printed it off to give to Pit Admin at Check-In?