

Festival Day Checklist

For coaches of Maryland Explore and Future Edition K-2 teams. Print it, tick it off, and bring it with you.

TWO WEEKS BEFORE

- ☐ Team registered with *FIRST* Inspires and festival spot paid (\$150 per team)
- ☐ Both lead coaches cleared in the *FIRST* Dashboard: Consent & Release, YPP, Mentor Ready
- ☐ Every student on the roster with a signed Consent & Release form
- ☐ Practice a two-minute walkthrough where every student speaks
- ☐ Share the festival date, time and address with families

TEAM MODEL CHECK

- ☐ Made only of LEGO bricks, minifigures, baseplates and other LEGO elements
- ☐ Uses the parts of the BIOGLOW Explore Set and the mat
- ☐ At least one part motorized and coded with SPIKE Essential
- ☐ Fits on a table and is easy to move

Features this season:

- ☐ A plant or animal your team designed
- ☐ A rainforest-related job
- ☐ A tool or technology used to study biodiversity

TEAM POSTER CHECK

- ☐ Trifold board showing what your team learned
- ☐ Team name and number on the poster
- ☐ Pictures, drawings or printed code from your SPIKE Essential program

PACK THE NIGHT BEFORE

- ☐ Team model in a box that survives a car ride
- ☐ Team poster
- ☐ Printed team roster from the *FIRST* Dashboard, for check-in
- ☐ Laptop or tablet with the SPIKE app
- ☐ SPIKE Essential hub, fully charged, plus charging cord and Bluetooth device
- ☐ BIOGLOW mat
- ☐ Each student's Engineering Notebook
- ☐ Spare LEGO pieces and a little tape for quick fixes

ON THE DAY (SAMPLE HALF-DAY)

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| Arrive | Check in with your roster, set up the model and poster, test motorized parts |
| Welcome | Announcements: activities, snacks, restrooms |
| Showcase | Reviewers visit your table for a low-key conversation; students explore STEM activities and other teams |
| Celebrate | Closing ceremony: a medal for every student and an award for every team |
| Wrap up | Help reset the room |

Exact times are in your festival confirmation email.

QUESTIONS

Email fll-teams@firstchesapeake.org. Festival details and prep tips: firstchesapeake.org/fll/festivals