LEGO event Checklist

Initial Event preparation

1. Read all event materials in the virtual trunk.
2. Familiarize yourself with the rules of the challenge.
3. Decide if you will have a station in the library for finding images on the portal and for printing inspiration pictures. Links to images are in the *LEGO Contest Process and Rules Template*.

Set a date and Market

1. Select a date that works for your library and your community.
2. Use the *Facebook Header* and *social media mockups* or create your own with your event date, logo, and library name. Post on your social media channels.
3. Update the *Poster mockup* or create your own with date information, library name and logo. Place in visible locations in your community.

Seek Volunteers (library staff may be able to fill some of these slots)

1. Invite people to judge the event. We recommend 3 judges for the day.
2. Invite 1 or 2 people to run the event entry table.
3. Invite 1 or 2 people to help with the on-site build.
4. Invite 2 – 4 people to help with score tallying.
5. Invite master builders and/or LEGO Robotics teams to display their creations.
6. Invite someone to take pictures throughout the day.

Print out items from the virtual trunk and make copies

1. Registration – Create a paper form or create an online event registration form. Reference the *Sample Event Registration Questions*
2. *Entry forms for each age group* - to be filled out on the day of the event. Print these as **two-sided pages**. The numbers face up and the name side should be face down on the table for anonymous judging. There are two per page and need to be cut in half. There are enough for 25 entries for each age group. Print as many pages as you think you will need.
3. *Judges Rubric*. There are two forms per page and should be cut in half. The judges can write comments on the back if time allows.
4. *Print Score Tally Sheets*. These are set to print as landscape documents and should fit on a single page. There is one tally sheet per age group for each contest – 8 sheets total.
5. *Winner certificates* for each age group and category. Update this form before printing. Type in event date and library name or hand-write these details after printing. Can be printed after the judges' decision with the name of the winner typed in the Awarded to box or the names can be handwritten.

6. Print signs for the event directing participants or create your own. Print the *Do not touch* table tents and cut in half long ways for two table tents per page.
7. *Event comment cards* for attendees – there are four per page and should be cut prior to the event.

Purchase/gather materials

1. Legos for the build-on-site portion of the event
2. Prizes - at least 8, 9 if you offer an overall People's choice award
3. Tables and table clothes in two colors – enough for all entries to be displayed
4. Snacks for the event (optional)

Day of the event Set-up

1. Set up tables for builds and cover with table clothes. We recommend two colors – one color for at-home builds and one for on-site builds. We also recommend a table or a section of table of each age group. Judges will appreciate having like ages grouped together for scoring.
2. Set up event entry form table – stock with pens/pencils and the *entry forms* and *score tally sheets*.
3. Set up Build-on-site area – Consider printing some images from the History Portal page to offer to builders who do not bring an image print-out.
4. Put up directional signs for participants.
5. Set up comment cards and retrieval box.
6. Display prizes.
7. Set up People's Choice voting (optional).

Event Reminders

1. Be prepared for people to arrive early. Hold firm on your start time.
2. Have each participant fill out an *entry form*.
3. Write each contestant's name and build title on the correct *tally sheet*.
4. Contestants should display the entry form number side up, next to their build and their printed picture on the table or table section for their age group
5. If space allows, while building and judging occurs, offer additional *Event Day activities* such as:
   a. Lego Robotics demonstrations
   b. Master builder displays
   c. Coloring activities
   d. Lego Movie
   e. Historical images slideshow
   f. People's Choice judging – ideas are in the *Event Guidance* document
   g. Craft
6. Start judging at a set time.

7. Take lots of pictures!
8. Have people ready to tally scores. Ask judges to score one age-group at a time and turn in their score sheets when they complete that age group.

Awards

1. Speaker should introduce themselves
2. Explain this was a program created by the State Library and the Montana History Portal.
3. Thank everyone for coming
4. Thank volunteers, judges, and prize sponsors
5. Thank contestants for participating
6. Announce the winners by their name, participant number and build title.
7. Get pictures!

After the Event

1. Clean up and restore the library
2. Pat yourselves on the back – You Did It!
3. Complete the _evaluation_ form for MSL.
4. Send thank-you cards to prize sponsors, judges, and other volunteers
5. Share pictures with MSL.