



FBA Contest Organizer's Checklist

6 Months +

- Request sanctioning
- Create event budget
- Secure sponsors
- Create team and judges invites; send to FBA for approval
- Secure lodging blocks and pricing at local hotel(s)
- Price RV parks
- Coordinate power and water set up and contractors
- Develop site timeline
- Develop bid package(s) for tent, portable restrooms, tables, chairs, etc.
- Secure permits for site use
- Create advertising and marketing strategy

3-6 Months

- Mail teams' and judges' invitations
- Send contest representatives to other FBA contests to recruit teams
(volunteer at these contests, if possible, to gain working knowledge)
- Determine volunteer needs and begin recruitment
- Order all equipment, portable restrooms, trophies, and other rentals
- Determine security needs based on operating hours
- Determine in- and outside transport needs -- shuttles and golf/gator carts
- Develop directional sign package, create signage and maps for teams, judges, and public

6 Weeks

- Send confirmation packages to judges and teams
- Create teams' and judges' databases
- Secure lodging for FBA reps
- Begin advertising campaign

4 Weeks

- Secure supplies as needed for contest and ancillaries
- Finalize plan for event layout
- Coordinate services for ground care – mowing, spraying for ants, etc.
- Complete textiles print order – shirts, aprons, etc.

2 Weeks

- Pick up all ordered products
- Confirm all services and equipment deliveries
- Finalize event schedule
- Stuff goody bags
- Finish any last details