



NFPA
Education and
Technology
Foundation



Host / Organizer Workshop Day Document List

Document	Quantities Needed	Completed (Y/N)
Master Workshop Day Host PowerPoint	1 Digital Copy to be Presented on Workshop Day (edit as needed; plan for AV needs)	
Final Workshop Day & Challenge Day Agenda Template	Edit and Include the Workshop Day Agenda in Your Workshop Day PowerPoint (share with participating schools)	
Challenge Rules & AI Use	Printed Copies - 1 / Team	
Challenge Scenario	Printed Copies - 2 / Team	
Team Challenge Rubric	Printed Copies - 2 / Team	
Judges Rubric	Printed Copies - 1 / Team	
Cube & Lifter Kit Instructions	Printed Copies - 2 / Team	
Rotating Platform Kit Instructions	Printed Copies - 1 / Team	
Portfolio Template	Printed Copies - 1 / Team	
Portfolio Checklist	Printed - 1 / Team	
ISO / Ortho Views Illustrated	Printed Copies - 1 / Team	
Life Size Printout of the Layout Board with Zones	Printed Copy – 1 / Team Note: the life size printouts are included in Workshop Kits ordered through WSC / Mechanical Kits LTD. If the participating schools order their kits, remind educators to check their delivered orders.	
Layout Competition Board with Dimensions	Printed Copies – 1 / Team (8.5” x 11” Size)	
Optional - Pre Survey for Students	Printed – 1 Copy / Student	