



NFPA
Education and
Technology
Foundation



Host / Organizer Challenge Day Document List

Document	Quantities Needed	Completed (Y/N)
Master Challenge Day Host PowerPoint	1 Digital Copy to be Presented on Challenge Day (edit as needed; plan for AV needs)	
Final Workshop Day & Challenge Day Agenda Template	Edit and Include the Challenge Day Agenda in Your Challenge Day PowerPoint	
Judges Rubric	Provide the Portfolio Judge(s) with 1 Copy for Each Portfolio. (Provide pens and a work area away from the teams.) Provide the Judges for Interviews & Competition Scoring with 1 Copy for Each Team they will Judge. (Provide pens.)	
Master Score Sheet Excel File	1 Digital Copy for the Challenge Day Event (Add Scores as the Event Progresses; Tally Scores After Teams Compete on the Challenge Board)	
Award Certificate PowerPoint Template (Overall Event Champion, Best Portfolio, Top Challenge Board Score)	Printed – 1 Certificate / Student (Teams should win only one award)	
Optional - Post Survey for Students	Printed – 1 Copy / Student	
Optional – Post Survey for Educators	Printed – 1 Copy / Student	