



Student Steel Bridge Competition

Regional Event Host Checklist

This checklist is not exhaustive . Please also reference our [committee structure recommendations](#) for more task items.

Competition

- ☐ Competition space
- ☐ Aesthetics Judging space
- ☐ 10 Judges (minimum)
- ☐ 15 Additional Volunteers
- ☐ Review equipment inventory and report any discrepancies to AISC
- ☐ Request Certificate of Insurance from AISC

Meetings

- ☐ Meeting space for Judges' Luncheon
- ☐ Meeting space for Captains' Meeting
- ☐ Awards ceremony space

Accommodations

- ☐ Hotel blocks

Cost

- ☐ Prepare Budget
- ☐ Recruit Local Sponsors

Communications / Media

- ☐ Event Promotional Graphics (either from AISC or create your own)
- ☐ Email Blast #2
- ☐ Email Blast #3
- ☐ Email Blast #4
- ☐ Host Website
 - ☐ Registration
- ☐ Event program and Awards Ceremony program
- ☐ Sponsor recognition
 - ☐ National & Regional Sponsor logos from AISC
 - ☐ Request Local Sponsor logos from each graphic dept.
- ☐ T-shirts