

## FRC Load-in and Load-Out Instructions for the Phantom Lakes Regional

### Load-In Procedure (Thursday Afternoon from 3PM – 8PM)

1. Arrive at Mukwonago High School, Enter the Load In/Load Out area from W Veterans Way (Following the Orange Arrows on the Map)
2. Check in with a Regional Volunteer who will assign you a parking spot. From the Map, there will be 14 or 15 spots by the area, with additional overflow parking in the Bus Area.
  - a. In you arrive in a Bus, plan to unload from the Bus Area (diagonal spaces) as that will be the easy way to unload
3. Load/In is not a student dropoff area. Teams should use general parking for teams and only bring a vehicle or vehicle and trailer to Load/In. Please remember only 5 members of the team will be available to Load/In before the Regional Start
4. Load/In should be the priority, completely unload your vehicle and then move it to the designated Trailer or Bus Parking.
5. Try to limit your time in Load/In to 30 minutes to allow other teams to get their equipment unloaded.

If you run out of time on Thursday evening, please make sure that your pit is in a safe state and leave promptly by 8:00 pm.

\*\* There will not be queueing on Friday morning, any team unloading will have to work with the volunteer staff at the venue to coordinate the load-in.

### Load-Out Procedure. (Saturday afternoon)

Teams should fully break down their pit and be prepared to load out the entire pit before parking

Once the team is ready to begin Load-out, contact a volunteer and we will allow the team to park and begin the load-out process.

Please remember to follow the flow of the traffic (see map) and park where directed. We will try and maximize the number of vehicles at one time, so following instructions is critical.

Once the team has completed the load-out, please move vehicles immediately so that another team can start the process.

Please remember this is not a Student Dropoff or Pickup area so try and limit the vehicles per team.

If you have any questions, contact a regional volunteer.

# Parking + Load-In/Load-Out

