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| Decisions |  | Who | When | Done |
| Topic |  |  | 2-3 months before |  |
| Date |  |  | 2-3 months before |  |
| Format | Number of teams and participants |  | 2-3 months before |  |
|  | Format (number of hours) |  | 2-3 months before |  |
|  | Technology stack |  | 2-3 months before |  |
|  | Final product (app, presentation etc) |  | 2-3 months before |  |
|  | Overnight event? |  | 2-3 months before |  |
| Venue |  |  | 2-3 months before |  |
| Evaluation criteria |  |  | 2-3 months before |  |
| Define your schedule (draft) |  |  | 2-3 months before |  |
| Set up Terms and conditions |  |  | 2-3 months before |  |
| Website |  |  | 2-3 months before |  |
| Sponsors and partners (if applicable) |  |  | 2-3 months before |  |
| Judges panel |  |  | 2-3 months before |  |
| Mentors |  |  | 2-3 months before |  |
| Prizes |  |  | 2-3 months before |  |
| Staff |  |  | 2-3 months before |  |
| Marketing materials |  |  | 2-3 months before |  |
| Start promotions (if you’re using OutSystems) |  |  | 2 months before |  |

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| Phase 1 | Preparation | Who | When | Done |
| Start promotions (if you’re not using OutSystems) |  |  | 1 month before |  |
| Request licenses from OutSystems (if needed) |  |  | 1 month before |  |
| Supplies and vendors list |  |  | 1 month before |  |
| Marketing materials for  the event |  |  | 1 month before |  |
| Space branding |  |  | 1 month before |  |
| Hackathon menu |  |  | 1 month before |  |
| Sleeping room (if applicable) |  |  | 1 month before |  |
| invite press |  |  | 2 weeks before |  |

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| Phase 2 | Final Week | Who | When | Done |
| Close registration |  |  | 1 week before |  |
| Send reminder emails |  |  | 1 week before |  |
| Order food |  |  | 1 week before |  |
| Publicize final schedule |  |  | 1 week before |  |

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| Phase 3 | Day Before | Who | When | Done |
| Set up tables and chairs |  |  | 1 day before |  |
| Make sure WiFi is working  (or set it up) |  |  | 1 day before |  |
| Check power at every table  (may need to lay cable) |  |  | 1 day before |  |
| Check-in station |  |  | 1 day before |  |
| Sponsor area |  |  | 1 day before |  |
| Hackathon space |  |  | 1 day before |  |
| Speaking area |  |  | 1 day before |  |
| Judging space |  |  | 1 day before |  |
| Food area |  |  | 1 day before |  |
| Relaxation/sleep area  (if providing) |  |  | 1 day before |  |
| Help desk/info center |  |  | 1 day before |  |
| Meditation room |  |  | 1 day before |  |
| AV and tech |  |  | 1 day before |  |
| Signage |  |  | 1 day before |  |

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| Phase 4 | Hackathon Day | Who | When | Done |
| Check in guests | Check ID, collect minor forms |  | D day |  |
|  | Promotional materials |  | D day |  |
|  | Name tags |  | D day |  |
| Greet and direct attendees |  |  | D day |  |
| Run social media |  |  | D day |  |
| Set out food | Breakfast |  | D day |  |
|  | Lunch |  | D day |  |
|  | Dinner |  | D day |  |
| Guide and attend sponsors and press |  |  | D day |  |
| Restock supplies |  |  | D day |  |
| Collect garbage |  |  | D day |  |
| Update social networks |  |  | D day |  |

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| Phase 5 | The Final Pitch | Who | When | Done |
| Set up the pitch area | Provide seats to juri |  | D day |  |
|  | AV + technology |  | D day |  |
|  | Panels with minutes |  | D day |  |

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| Phase 6 | After the Hackathon | Who | When | Done |
| Thank you emails | Judges |  | D day |  |
|  | Mentors |  | D day |  |
| Thank you emails + survey | Attendees |  | D day |  |
|  | Your staff |  | D day |  |
| Social media sharing with  photos from the event |  |  | D day |  |
| Press release |  |  | D day |  |

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