|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |

#

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |

#

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |

#

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 attendsponsors and press |  |  | D day |  |
| Restock supplies  |  |  | D day |  |
| Collect garbage  |  |  | D day |  |
| Update social networks  |  |  | D day |  |

#

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |

#

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |

#



[Attribution-NonCommercial-ShareAlike 4.0 International](https://creativecommons.org/licenses/by-nc-sa/4.0/)