

Use our „Shake up Start ups” event planner to plan your own “Shake up Start ups” Non-formal entrepreneurship academy. Prepare a successful event, making it extremely inspiring for your participants. Follow the below steps as guidelines to organize your event, but remember to adjust them to your conditions.

4 months ahead:	3 months ahead:	2 months ahead:	1 month ahead:	1 week ahead:
<p><b>day of the event:</b></p> <ul style="list-style-type: none"> <li>○ set up the venue and organize a reception area (check-in table x2),</li> <li>○ sound, projector and Wi-Fi check, check all facilities,</li> <li>○ cooperate with providers and vendors, during their services,</li> <li>○ make sure that all facilities are kept clean and well maintained,</li> <li>○ make notes for the event evaluation (debrief meeting),</li> </ul>	<ul style="list-style-type: none"> <li>○ choose providers, vendors,</li> <li>○ check the schedules of people within your organization, who could run the workshops and co-organize the event,</li> <li>○ make a list of potential sponsors (consider: technology companies, start ups, grants, incubators, municipalities),</li> <li>○ contact potential sponsors,</li> <li>○ finalize agreements with your sponsors and collect all payments,</li> <li>○ make a list of potential judges and guest speakers,</li> <li>○ prepare gifts and prizes.</li> </ul>	<ul style="list-style-type: none"> <li>○ order printing of materials (handouts for workshops, gamification, diplomas),</li> <li>○ get needed equipment, if it is not available at the venue,</li> <li>○ contact potential judges and guest speakers and invite them for the event,</li> <li>○ finalize the list of judges and guest speakers,</li> <li>○ get yourself familiar with the “Shake up Start ups” Non-formal entrepreneurship academy and assign tasks to team members, start regular team meetings.</li> </ul>	<ul style="list-style-type: none"> <li>○ if needed, book hotel rooms for judges and guest speakers,</li> <li>○ pick meals, snacks and beverages, arrange delivery date(s) and time,</li> <li>○ start recruiting participants - identify who to reach out to (NGOs, youth organizations, schools, universities, etc.) and contact them,</li> <li>○ start promoting your event (event website, your organization/institution website, social media, contact local media and partners, make flyers and posters).</li> </ul>	<ul style="list-style-type: none"> <li>○ contact all providers, venue and make sure all details are secured,</li> <li>○ confirm your team members,</li> <li>○ get/print name tags,</li> <li>○ check your own/rented/the venue’s equipment,</li> <li>○ pay staff/all related bills,</li> <li>○ prepare welcome packs,</li> <li>○ decide who will help to set up the venue,</li> <li>○ rehearse all parts of “Shake up Start ups” Non-formal entrepreneurship academy,</li> <li>○ conduct a final meeting with your team members.</li> </ul>

Have fun preparing and running your “Shake up Start ups” Non-formal entrepreneurship academy!