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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:
 decide on the event concept (number of days for the event, periodicity of meetings, etc.), pick a date(s) and time, (check holiday and religious calendars, don't pick the same date as other events), determine your event budget (consider sponsors, funding), find a venue and do a site visit (consider location, size, cost, available rooms, transport, Wi-Fi, projector, white board), book the selected venue, get a written commitment, create the event agenda. 	 choose providers, vendors, check the schedules of people within your organization, who could run the workshops and co-organize the event, make a list of potential sponsors (consider: technology companies, start ups, grants, incubators, municipalities), contact potential sponsors, finalize agreements with your sponsors and collect all payments, make a list of potential judges and guest speakers, prepare gifts and prizes. 	 order printing of materials (handouts for workshops, gamification, diplomas), get needed equipment, if it is not available at the venue, contact potential judges and guest speakers and invite them for the event, finalize the list of judges and guest speakers, get yourself familiar with the "Shake up Start ups" Non-formal entrepreneurship academy and assign tasks to team members, start regular team meetings. 	 if needed, book hotel rooms for judges and guest speakers, pick meals, snacks and beverages, arrange delivery date(s) and time, start recruiting participants - identify who to reach out to (NGOs, youth organizations, schools, universities, etc.) and contact them, start promoting your event (event website, your organization/institution website, social media, contact local media and partners, make flyers and posters). 	 contact all providers, venue and make sure all details are secured, confirm your team members, get/print name tags, check your own/rented/the venue's equipment, pay staff/all related bills, prepare welcome packs, decide who will help to set up the venue, rehearse all parts of "Shake up Start ups" Non-formal entrepreneurship academy, conduct a final meeting with your team members.
day of the event:	 set up the venue and organize a reception area (check-in table x2), sound, projector and Wi-Fi check, check all facilities, cooperate with providers and vendors, during their services, make sure that all facilities are kept clean and well maintained, make notes for the event evaluation (debrief meeting), 		 greet participants during registration and provide a welcome pack, provide a short and inspiring welcome speech, mingle with the participants, judges and guest speakers, take photos, make a video from the event, use social media, collect participants evaluations. 	

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



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