

SEPTEMBER/OCTOBER 2022

LEAP Launch seminars at your School.

Book your visit now

donna@leapenterprise.co.uk
or call 0744 3925311

- Administration
- Competitions
- Introduction to social media
- Accounts, Shares and VAT
- Trade fairs and marketing

OCTOBER 2022

Tuesday 4th – Getting organised

“Hands-on Workshops”
must be at least one director per workshop
(via Zoom 5.15pm - 6pm)

Finance Directors – using the accounts spreadsheet (compulsory attendance for Finance Directors).

Managing Directors and Company Secretaries – Leadership and The business plan and effective management.

IT Directors – Using Social Media and Websites.

Marketing and Sales Directors and all other company members – branding, marketing and selling at trade fairs.

NOVEMBER 2022

Friday 25th – Final date to say if you are unable to attend the Christmas Trade Fair

Friday 25th – Business plans to be agreed by Company and copied to advisors and LEAP Enterprise Teachers. Business Plan to be sent to LEAP as part of the competition entries.

- You can take advantage of any Trading opportunities at schools, or with external organisations, but these must be booked independently by yourselves. You MUST display your LEAP Insurance Certificate, at all times, to be covered by our policy.

DECEMBER 2022

Saturday 3rd – Christmas Trade Fair
(Merrion Centre) £10 payable on the day

Friday 9th – Interim financial accounts due by email to donna@leapenterprise.co.uk

Friday 23rd – Registration fee of £150
must have been paid.

Cheque payable to LEAP sent to office or by BACS.

JANUARY 2023

- Start planning your 30 sec Company advert (closing date Friday 10 February 2023)

Tuesday 17th – What’s next seminar
(via Zoom 5.15pm - 6pm)

must be at least one director per workshop

- Reports and competitions
- Presentations
- Finance
- Social Media & Marketing

FEBRUARY 2023

- Start writing company report for 11 March

Saturday 4th – Valentine Trade Fair
(Merrion Centre) £10 payable on the day

Friday 10th – 30 second Advert deadline

MARCH 2023

- Finish writing the report and accounts.

Saturday 11th – Report Competition

Company Report with accounts, Financial Report, Media & Social Media Report, Logo & Website deadlines.

payment of LEAP VAT & Corporation tax

Saturday 11th – Presentation Competition
follow the emailed rules and deadlines

APRIL 2023

Wednesday 26th – LEAP Annual Awards

(The Grammar School at Leeds [tbc] 5 – 8pm)

Trade stands & champagne reception with light refreshments from 5 pm.

Award ceremony 6 pm to 8 pm