

SEPTEMBER/OCTOBER 2020

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 2020

Tuesday 6th – *Getting organised [Internet]*

"Hands-on Workshops" - (now via internet, probably Zoom or Microsoft Teams at 5.00pm)

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 2020

Friday 27th – Final date to say **you are unable** to attend the Christmas Trade Fair

Friday 27th – Business plans and initial accounts to be agreed by company board, presented to advisors and LEAP Enterprise Teachers. A copy to be sent to LEAP as part of the competition entries.

Friday 27th – Registration fee of £150 **must have been paid.**

- 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 2020

Saturday 5th – Christmas Trade Fair (Merrion Centre*) £10 payable on the day

* because of Covid-19 this Trade Fair may have to be Virtual in which case there is no fee. tbc

Friday 11th – Interim financial accounts due by email to donna@leapenterprise.co.uk

JANUARY 2021

Tuesday 19th – *What's next seminar* (now via internet 5.00pm – 6.00pm)

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

FEBRUARY 2021

- Start writing company report (see Report Competition)

Saturday 13th – Valentine Trade Fair (Merrion Centre*) £10 payable on the day

* because of Covid-19 this Trade Fair may have to be Virtual in which case there is no fee. tbc

MARCH 2021

- Finish writing the report and accounts.

Saturday 13th – **Report Competition**
Company Report with accounts, Media & Social Media Report, Logo deadlines
payment of LEAP VAT & Corporation tax

Saturday 13th – **Presentation Competition** (probably via pre-prepared videos)

APRIL 2021

Wednesday 28th – **LEAP Annual Awards** (The Grammar School at Leeds* tbc 5.00pm – 8.00pm)

* **This may have to be a Virtual Awards Ceremony.** tbc

Trade stands & champagne reception with food from 5.00 pm.