

## SEPTEMBER/OCTOBER 2020

**LEAP Launch seminars at your School.**

**Book your visit now**

[donna@leapenterprise.co.uk](mailto: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 6<sup>th</sup>** – *Getting organised [Internet]*

"Hands-on Workshops" - (now via internet, probably Zoom 5.15pm)

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 27<sup>th</sup>** – Final date to say **you are unable** to attend the Christmas Trade Fair

**Friday 27<sup>th</sup>** – 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 27<sup>th</sup>** – 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 5<sup>th</sup>** – Christmas Trade Fair

\* because of Covid-19 this Trade Fair will be Virtual and will be judged using a 1 to 3 minute video

**Friday 11<sup>th</sup>** – Interim financial accounts due by email to [donna@leapenterprise.co.uk](mailto:donna@leapenterprise.co.uk)

## JANUARY 2021

**Tuesday 19<sup>th</sup>** – *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 13<sup>th</sup>** – 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 13<sup>th</sup>** – **Report Competition**  
Company Report with accounts, Media & Social Media Report, Logo deadlines  
**payment of LEAP VAT & Corporation tax**

**Saturday 13<sup>th</sup>** – **Presentation Competition**  
(probably via pre-prepared videos)

## APRIL 2021

**Wednesday 28<sup>th</sup>** – **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.