

SEPTEMBER/OCTOBER 2021

LEAP Launch seminars at your School.

Book your visit or a Zoom PoweePoint

donna@leapenterprise.co.uk
or call 0744 3925311

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

OCTOBER 2021

Tuesday 5th – *Getting organised [Internet]*

"Hands-on Workshops" -

(now via 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 2021

Friday 26th – Final date to say **you are unable** to attend the Christmas Trade Fair

Friday 26th – Business plans and accounts, agreed by company board, presented to advisors and LEAP Enterprise Teachers. A copy to be sent to LEAP as part of the competition entries.
by email to *donna@leapenterprise.co.uk*

- 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

Wednesday 1st – start preparing 30 sec advertisement. Deadline **Friday 11th Feb.**

Saturday 4th – Christmas Trade Fair
Leeds Merrion Centre [£10 table fee on day]

Friday 10th – Interim financial accounts due by email to *donna@leapenterprise.co.uk*

Friday 24th – Registration fee of £150
must have been paid.

JANUARY 2022

Tuesday 18th – *What's next seminar* (now via Zoom 5.15pm – 6.00pm)

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

FEBRUARY 2022

- Start writing company report (see Report Competition)

Friday 11th – Deadline for 30 sec Advert

Saturday 12th – Valentine Trade Fair (Merrion Centre) [£10 table fee on day]

MARCH 2022

- Finish writing the report and accounts.

Saturday 12th – **Report Competition**
Company Report with accounts, Media & Social Media Report, Logo deadlines
payment of LEAP VAT & Corporation tax

Saturday 12th – **Presentation Competition**
(Allerton High School)

APRIL 2022

Wednesday 27th – **LEAP Annual Awards**
(venue tbc)
5.00pm – 8.00pm)

Trade stands & champagne reception with food from 5.00 pm and event starts at 6.00