

SEPTEMBER/OCTOBER 2018

LEAP Launch seminars at your School.

Book your visit now

donna@leapenterprise.co.uk

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

OCTOBER 2018

Tuesday 2nd – *Getting organised [Allerton]*

Hands-on Workshops
(Allerton 4.30pm – 6.30pm)

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

Managing Directors and Company Secretaries – 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 2018

Friday 9th – Final date to say **you are unable** to attend the Christmas Trade Fair

Friday 16th – 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 30th – 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 2018

Saturday 8th – Christmas Trade Fair (Merrion Centre) £10 payable on the day

Friday 14th – Interim financial accounts due by email to donna@leapenterprise.co.uk

JANUARY 2019

Tuesday 15th – *What's next seminar* (Allerton High School LS17 7AG 4.30pm – 6.30pm)

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

FEBRUARY 2019

- Start writing company report (see Report Competition)

Saturday 9th – Valentine Trade Fair (Merrion Centre) £10 payable on the day

MARCH 2019

- Finish writing the report (with interim accounts).

Saturday 16th – **Report competition**
Company Report with accounts, Media & Social Media Report, Logo deadlines
payment of LEAP VAT & Corporation tax

Saturday 16th – **Presentation competition**
(Allerton 9.30am – 3.00pm) times will have been booked and confirmed

MAY 2019

Wednesday 1st – **LEAP Annual Awards**
(The Grammar School at Leeds 5.00pm – 8.00pm)

Trade stands & champagne reception with food from 5.00 pm.