

SEPTEMBER/OCTOBER 2023

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 2023

Tuesday 3rd – Getting organised

"Directors' 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 2023

Friday 24th – Final date to say if you are unable to attend the Christmas Trade Fair

Friday 24th – 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.

email 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 2023

Saturday 2nd – Christmas Trade Fair
(Merrion Centre) £10 payable on the day
One table per Company will be provided

Start planning your **30 sec Company advert**
(closing date Saturday 10 February 2024)

Friday 8th – Interim financial accounts due
by email to donna@leapenterprise.co.uk

Friday 22nd – Registration fee of £150
must have been paid.

Cheque payable to LEAP sent to office or by BACS

JANUARY 2024

- **Tuesday 16th – 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 2024

- Start writing company report for 11 March

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

Saturday 10th – 30 second Advert deadline

MARCH 2024

- Finish writing the report and accounts.

Saturday 16th – Report Competition
Company Report with accounts, Financial Report, Media & Social Media Report, Logo & Website deadlines.

payment of LEAP VAT & Corporation tax

Saturday 16th – Presentation Competition
follow the emailed rules and deadlines
held at Allerton High School

APRIL 2024

Tuesday 23rd – LEAP Annual Awards
(Allerton High School [tbc] 5 pm - 7.30pm)

Trade stands & light refreshments from 5 pm.
Award ceremony 6 pm - 7.30pm