

Corporate Hackathon Checklist

Venue

- Identify venue
- Invite venue
- Follow-up venue
- Finalize venue

Motivational Speakers

- Identify motivational speakers
- Invite motivational speakers
- Follow-up motivational speakers
- Finalize motivational speakers

Pitch Judges

- Identify pitch judges
- Invite pitch judges
- Follow-up pitch judges
- Finalize pitch judges

Team Mentors

- Identify team mentors
- Invite team mentors
- Follow-up team mentors
- Finalize team mentors

External Marketing

- Identify partners & community
- Invite partners & community
- Follow-up partners & community
- Finalize partners & community

Facilitator

- Identify facilitator
- Invite facilitator
- Follow-up facilitator
- Finalize facilitator

Press (if applicable)

- Identify press
- Invite press

Prizes

- Identify prizes
- Invite prizes
- Follow-up prizes
- Finalize prizes

Catering

- Identify catering
- Follow-up catering
- Invite catering
- Finalize catering

Ticketing

- Setup ticketing
- Open ticketing

Event

- Finalize support material
- Setup venue
- Setup pitches & voting team formation
- Setup team mentors
- Setup motivational speakers
- Distribute support material
- Setup judging
- Setup pitch judges
- Distribute prizes