

SEPTEMBER/OCTOBER 2024

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 2024

Tuesday 8th – 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 2024

Friday 22nd – Final date to say if you are unable to attend the Christmas Trade Fair

Friday 22nd – 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 2024

Saturday 7th – 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 8 February 2025)

Friday 13th – Interim financial accounts due by email to donna@leapenterprise.co.uk

Friday 20th – Registration fee of £150 **must have been paid.**

Cheque payable to LEAP sent to office or by BACS

JANUARY 2025

• **Tuesday 14th – 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 2025

• Start writing company report for 15 March

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

Saturday 8th – 30 second Advert deadline

MARCH 2025

• Finish writing the report and accounts.

Saturday 15th – Report Competition
Company Report with accounts, Financial Report, Media & Social Media Report, Logo & Website deadlines.

payment of LEAP VAT & Corporation tax

Saturday 15th – Presentation Competition
follow the emailed rules and deadlines held at Allerton High School

APRIL 2025

Tuesday 22nd – LEAP Annual Awards (venue tbc 5 pm - 7.30pm)

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