

HACKATHON ORGANIZATION CHECKLIST

STAGE 1: DECISIONS, DECISIONS

Schedule hackathon
Schedule 2 brown bag meetings
Define reward
Organize reward
Define rules

STAGE 2: INVITE & INFORM

Create info hub with
rules
dates
project submission form
project submission list
other resources

Invite people to
hackathon event
1st brown bag meeting
2nd brown bag meeting

Inform participants (via email) about:
hackathon & brown bag event dates + times
info hub
how to submit project ideas

WEEK 1

WEEK 2

STAGE 3: BRING BROWN BAGS

Prepare brown bag meeting

create google hangout, for those who work remotely

set up projector

order pizza and drinks

1ST BROWN BAG MEETING

Send out reminder email

info on how to submit ideas & how to join teams

Repeat prep for 2nd brown bag meeting

2ND BROWN BAG MEETING

WEEK 3

WEEK 4

STAGE 4: HACKATHON

Prepare

order pizza & drinks for day of event

print out voting cards (if applicable)

acquire lots of pens (for voting cards if applicable)

purchase confetti & other party materials

set up projector

WEEK 4

DAY OF HACKATHON

Kick-off event

- prompt teams to shortly introduce projects
 - remind participants when event ends
 - remind participants of 5 min result presentations
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FIRST HOUR

Wrap-up

- remind everyone that they have an hour left
 - stop participants from working after deadline
 - gather participants for final presentations
 - define order of presentations (e.g. lottery)
 - hand out & collect voting cards
 - count votes
 - announce winners (with pomp and circumstance)
 - celebrate and have a good time
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LAST HOUR

RIGHT AFTER
HACKATHON

STAGE 5: AFTERMATH

- document open ideas for next hackathon
 - collect photos
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WEEK 5