Master Plan: HACK-A-THON 1.0 College Hackathon/Ideathon

Phase	Duration	Key Objectives	Team Responsibility
I. Planning & Foundation	8 Weeks Out	Define scope, structure, and budget.	Core Team, Finance, Design
II. Recruitment & Outreach	6 Weeks Out	Secure key external resources and promote heavily.	Outreach, Design, Social Media
III. Pre-Event Logistics	2 Weeks Out	Finalize materials, venue, and internal communication.	Logistics, Tech, Hospitality
IV. Execution (The Event)	Event Weekend	Deliver a smooth, professional, and exciting event.	All Teams (Guided by Head)
V. Post-Event Wrap-up	1 Week After	Acknowledge, report, and document.	Core Team, Outreach, Finance

Phase I: Planning & Foundation

Step	Action Item	Tool / Resource	Budget Allocation (Approx)
1. Define Scope	Finalize theme(s), format (Hackathon/Ideath	Core Team Meeting, Faculty Advisor	N/A

	on), duration (24/36 hrs), and target audience (Internal/External).		
2. Structure Teams	Appoint Leads for **Tech, Logistics, Hospitality, Outreach, Design, Finance, and Volunteer Head.**	Core Team	N/A
3. Finalize Budget	Use the proposed reallocation: Prizes (₹50k), Refreshments (₹40k), Logistics/Stage (₹30k), Swag/Branding (₹30k).	Google Sheets, Finance Team	₹1,50,000
4. Platform Setup	Select and set up the registration/submission platform. **Action:** Create the event page.	**Devfolio (Recommended Free)** or Hack2skill	{Free}
5. Draft T&C	Draft the event rules, judging criteria, and IP clause (participants retain ownership).	Google Docs, Faculty Advisor	{N/A}

Phase II: Recruitment & Outreach

Step	Action Item	Tool / Resource	Responsibility
6. Secure Mentors	**CRITICAL:** Identify and invite 5-10 **Industry Professionals** (Alumni/Local Founders) as mentors. Focus on **commitment** (4-6 hours slot).	Personal Network, LinkedIn	Outreach Lead
7. Secure Judges	Invite **3-4 Faculty** (1st round) and **3-4 Industry Experts/Senior Alumni** (Finals). Offer public acknowledgment.	Outreach Lead	
8. Design Branding	Finalize logo, theme graphics, banner design, and social media templates.	**Canva Pro (Student Discount/Trial)** or Canva Free	Design Lead
9. Launch Promotion	Launch registration, share posters, use college social media/WhatsApp groups, and contact local colleges for cross-promotion.	Instagram, WhatsApp, College Website	Outreach/Social Media
10. Initiate Sponsorship	Reach out to local tech institutes,	Email, Sponsorship Deck (2-pager)	Finance Lead

	printing services, or cafes for small sponsorships (e.g., T-shirt printing discount or coffee vouchers).		

Phase III: Pre-Event Logistics (2 Weeks Out)

Step	Action Item	Tool / Resource	Responsibility
11. Tech/Infrastructure Check	Reserve venue, test Wi-Fi capacity, power backup, and projector/sound system.	Venue/Campus IT Team	Tech Lead
12. Finalize Registrants	Close registration. Send confirmation emails with a **Unique Team ID** (from a Google Sheet).	**Google Forms/Devfolio** Export	Tech Lead
13. Prepare Check-in	Generate QR Codes (using a free tool like QRCode Monkey) for each Unique Team ID for fast check-in. Print ID cards/Lanyards.	Google Sheets, QR Code Monkey	Logistics/Hospitality
14. Food & Swag	Finalize food vendors for all meals (and coffee/tea). Order T-shirts,	Local Vendors, Finance Lead	Hospitality Lead

	certificates, and prizes.		
15. Volunteer Briefing	Hold a mandatory briefing. Distribute the **Hour-by-Hour Master Schedule** and assign duties (Registration, Tech Support, Food Distribution, Judge Coordination).	Volunteer Head	

Phase IV: Execution (The Event)

Timeframe	Action Item	Tool / Resource	Responsibility
Day 0: Setup	**Set up power strips** and network points. Place banners, directional signs, and team seating charts.	Physical Venue Setup	Logistics/Tech
Start	**Check-in/Registration.** Welcome participants, distribute swag, and guide them to their zones.	QR Code Scanner App, Printed List	Hospitality Team
Opening Ceremony	Welcome speech, faculty address, **keynote on T&C/Rules,** and official start.	Stage/Sound System	Core Team

Middle (The Grind)	Manage food/refreshment distribution. Volunteers roam the floor. **Mentorship sessions** (virtual/in-person) are executed based on the schedule.	Discord/Slack Channel (Q&A)	Hospitality/Mentorship
Evaluation Round 1	**Mid-Point Check:** Faculty/Internal judges walk around to evaluate progress (Ideation & Prototype).	Simple Google Scoring Form	Judging Team
Final Hours	Participants submit their projects/code/PPTs via the platform. Tech team monitors submissions.	Devfolio/HackerEarth/GitHub	Tech Lead
Final Judging	Final pitches to Industry Judges. Judges use the standardized scoring sheet. **Tabulate results quickly and securely.**	Google Sheets (Locked)	Judging/Core Team
Closing Ceremony	Announce winners, award prizes and certificates, and have a final thank-you speech.	Stage/Prizes	Core Team

Phase V: Post-Event Wrap-up (1 Week After)

Step	Action Item	Tool / Resource	Responsibility
16. Thank You	Send personalized thank-you emails to all **Judges, Mentors, and Sponsors.** Include a photo gallery link.	Email	Outreach Lead
17. Social Media Recap	Post a detailed recap, winner announcements, and high-quality photos/videos. **Tag all external contributors.**	Instagram, LinkedIn	Design/Social Media
18. Financial Close	Settle all vendor payments and finalize the budget report.	Google Sheets, Bank Records	Finance Lead
19. Documentation	Create a **Post-Event Report** (metrics, photos, lessons learned) for faculty and future organizing teams.	Google Docs	Core Team