HACK-A-THON 1.0 Hospitality Action Plan

Before the Hackathon (Preparation Phase: Now → November 19)

1. Team Formation & Training

- Recruit at least **10–15 volunteers** (depending on participant size).
- Divide them into units:
  - Food & Refreshments
  - Accommodation & Registration
  - Guest & VIP Handling
  - Online Support Team (for virtual stages)
- Conduct **one briefing session** explaining duties, timing, and emergency handling.

2. Vendor & Sponsor Coordination

- Coordinate with Finance/Sponsorship teams to:
  - Approach **Dominos, Red Bull, Monster, local cafés** for sponsorship of food & drinks.
  - Finalize catering services for offline hackathon days (Dec 12th–13th).
  - Ensure vegetarian/non-vegetarian and dietary preference options are covered.
  - Collect contact details and backup vendors (in case of delays or shortages).

3. Material & Logistics Setup

- Work with Logistics team to plan:
  - Refreshment zones (table fan, snack corners, water dispensers).
  - Cleaning & waste management (dustbins).
  - Rest zones and medical/first aid areas.

Stage 1: Virtual Ideathon (November 30, 2025)

Your Focus: Ensure participants are comfortable and supported virtually.

Your Tasks:

- Send participants **pre-event reminder emails** (with PR team) about session timing, breaks, and support contacts.
- Set up a **"Hospitality Help Desk"** chat or support group for participants facing issues (login, presentation, timing).

- Offer quick solutions to late joiners or technical trouble (coordinate with Logistics).

  After event completion, send **thank-you messages** and refreshment coupons (if sponsored) to participants.

Stage 2: Virtual Coding Contest (December 5, 2025)

Your Focus: Ensure smooth online environment and keep participants alert, hydrated, and happy virtually.

Your Tasks:

- With PR, send **"Energy Check" reminders** and motivational updates during the contest.
- Collect **feedback via Google Form** about the comfort and flow of the contest.

Stage 3: 32-Hour Offline + Hybrid Hackathon (December 12–13, 2025)

- ◆ **Pre-Hackathon (Dec 9–11)**

- **Food & Refreshment Planning:**
  - Finalize menu for **3 meals** + snacks.
  - Confirm sponsors' deliveries and logistics timings.
  - Arrange continuous tea/coffee/water at all times.
- **Accommodation (if required):**
  - Coordinate with college admin for resting areas for participants.
  - Prepare **registration kits** (ID, badges, food coupons, etc.).
- **Setup:**
  - Organize water points, dustbins, and rest zones.
  - Ensure proper signage for "Food Area," "Help Desk," and "Rest Zone."
- **Volunteer Shift Scheduling:**
  - Divide volunteers into **4 shifts** (morning, afternoon, evening, overnight).

◆ During Hackathon (Dec 12–13)

Day & Time	Task	Notes
Day 1 (Dec 12)(Timings to be updated)		
1st one hour	**Registration:** Distribute welcome kits, guide participants to seating.	
2nd one hour	Serve morning refreshments.	
12:30–13:30	**Lunch** distribution & water refill.	
16:00–17:00	Serve snacks/energy drinks.	
19:30–21:30	**Dinner;** ensure vegetarian/non-veg lanes are separate.	
Overnight	Arrange light snacks, tea, and energy drinks **every 3 hours.**	Ensure quiet movement in rest zones.
Day 2 (Dec 13)		
6:00–8:00	**Breakfast.**	
Timings are to be updated	**Award Ceremony**	
Timings are to be updated	Help with venue cleanup and thank volunteers.	

◆ Special Tasks During Hackathon

- Constantly check rest zones — keep them **clean and quiet.**
- Have medical support ready (tie up with campus health center).
- Keep **power outlets** for mobile charging near rest zones.
- Record participant satisfaction and report issues to Operations **in real time.**

Post-Hackathon (Dec 14–17)

- Send **thank-you emails** to participants and sponsors (coordinate with PR).
- Gather **volunteer feedback** and performance notes.
- Submit final **expense report** and inventory list to Finance Head.
- Archive all hospitality data for next event.
- Host one small team appreciation meet to thank your volunteers.

Your Coordination Network

Department	Why You Work With Them
Finance	Budget approvals, sponsor reimbursements
Logistics	Venue setup, tables, bins, water points
PR	Announcements, sponsor appreciation posts
Creative	Signboards, labels, coupons, T-shirts
Operations	Scheduling, volunteer shifts
Medical/College Staff	First aid, participant health