

LOGISTICS

@ShyRuparel

Hackcon III | July 17th 2015



I'M SHY



mlh

**WTF IS
LOGISTICS?**

Not

OUTREACH

Not

Sponsorship

Not

MARKETING

MLH

logistics is

EVERYTHING

else

MLH

LOGISTICS; I.E. THAT ONE SUPER LONG HACKCON TALK ABOUT LITERALLY EVERYTHING THAT WASN'T MONEY OR MARKETING.

@ShyRuparel

Hackcon III | July 17th 2015

let's talk about...

HACKATHON PLANNING

Organizing a Hackathon is

NOT EASY

FIRST STEPS





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Establish a

TIMELINE





4-9 Months Out

4 Months Out

2 Months Out

1 Month Out

1 Week Out

Pre Hackathon

Opening Ceremonies

During Hacking

Judging

Event Closing

Post Event



4-9 Months Out

4 Months Out

2 Months Out

1 Month Out

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Post Event

Finding a

VENUE



Types of

HACKER SPACES

LARGE ROOM



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SMALLER ROOMS



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WIFI



A photograph of a hackathon scene. In the foreground, a large banner with the text "4 DEVICES PER ATTENDEE HACKWARE" is draped over a table. Several people are gathered around the table, focused on their work. One person in a grey t-shirt and glasses is pointing at a laptop screen. Another person in a blue t-shirt and glasses is standing nearby. A third person, wearing a black hoodie with a cartoon character on it, is also at the table. On the table, there are laptops, a monitor, a bag of "Fairy Bag" snacks, and various electronic components. In the background, there are metal railings and a banner for "linode".

4 DEVICES PER ATTENDEE HACKWARE

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POWER





2.5
OUTLETS
PER HACKER

mlh

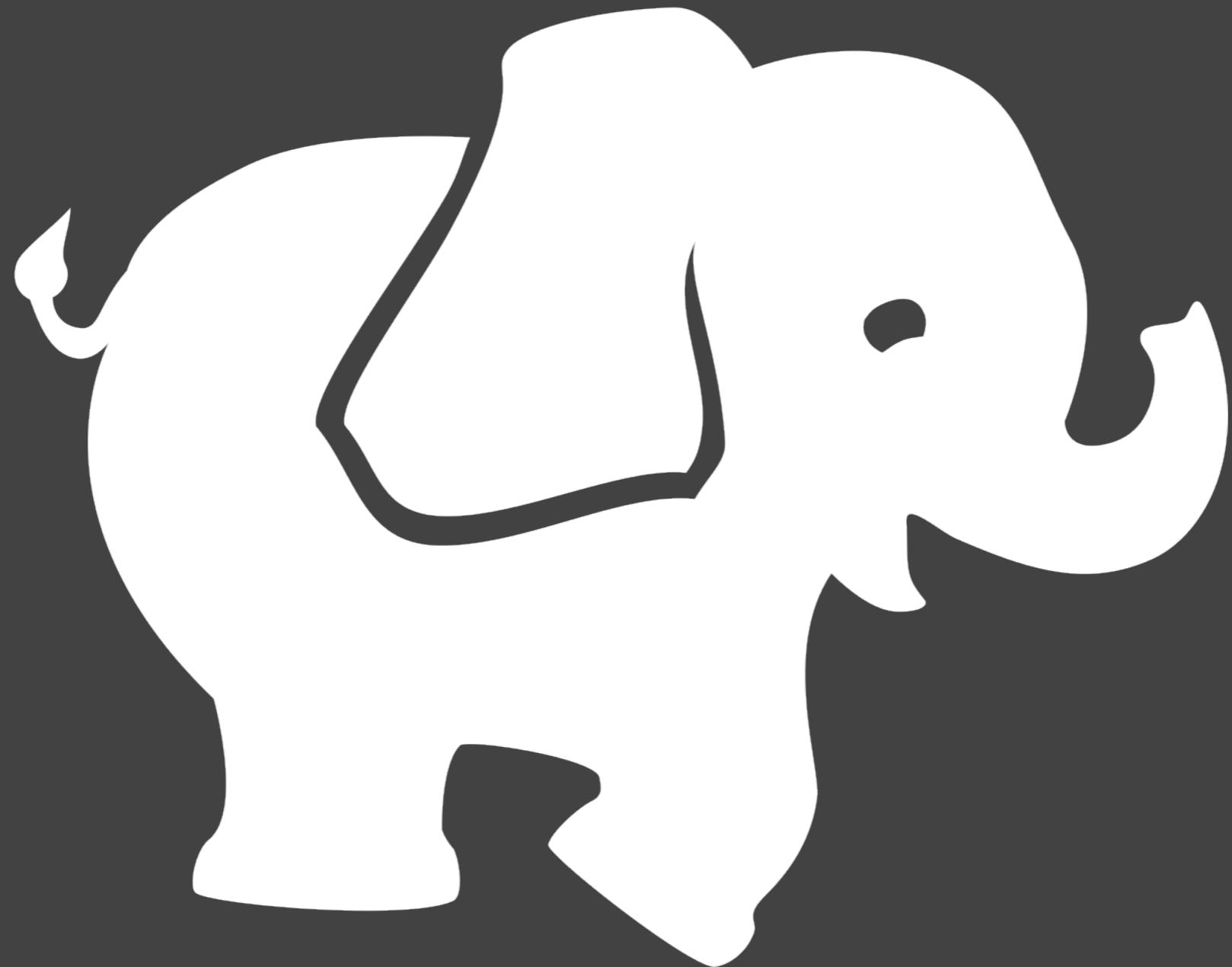
TABLES

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AUDIO/VISUAL



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MLH

COST





4-9 Months Out

4 Months Out

2 Months Out

1 Month Out

1 Week Out

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Post Event

FINALIZE YOUR TEAM

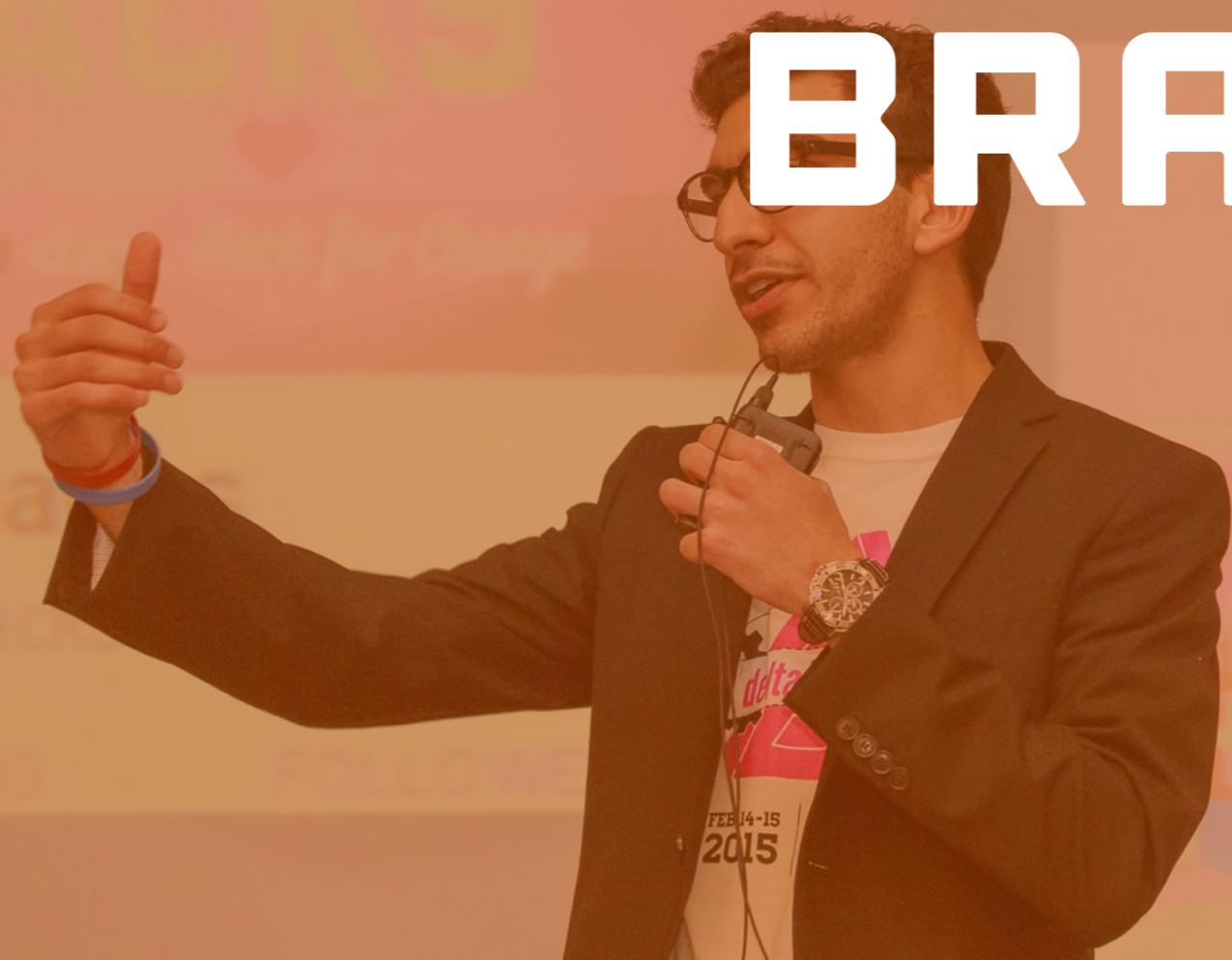


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Social Media

om/deltaHacks

ESTABLISH A BRAND



This valentine's day
DeltaHacks
Computers/Technology
Timeline About PR
MLH

START WORKING ON SPONSORSHIP



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4-9 Months Out

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Start your

PROMOTION

CodeRED

Room

2

line Up

PRIZES

Find

MENTORS,

JUDGES,

AND

VOLUNTEERS

MLH

Source your

WORKSHOPS

mlh

PROS/CONS

PROS/CONS

PROS/CONS

launch

REGISTRATION



The image features a dark, textured background with a faint circular watermark of a person's face. Overlaid on this is the Local Hack Day logo in white. The logo consists of the words "LOCAL" in a small sans-serif font above "HACK" in a large, bold, distressed font. The letter "A" in "HACK" has a circular hole through it, and the letter "C" has a gear-like texture. Below "HACK" is the word "DAY" in a smaller sans-serif font. Below the logo, the text "Unite your community for the most Global Local Hackathon of the year." is written in a white sans-serif font. Underneath that, a paragraph reads "Local Hack Day brings together the students at your school for **twelve hours** of learning, community, and building." At the bottom, the date "October 10, 2015" and location "Everywhere, Worldwide" are listed. A teal-bordered button at the bottom contains the text "REGISTRATION NOW OPEN".

LOCAL
HACK
DAY

Unite your community for the most Global Local Hackathon of the year.

Local Hack Day brings together the students at your school for **twelve hours** of learning, community, and building.

October 10, 2015 • Everywhere, Worldwide

REGISTRATION NOW OPEN

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Post Event

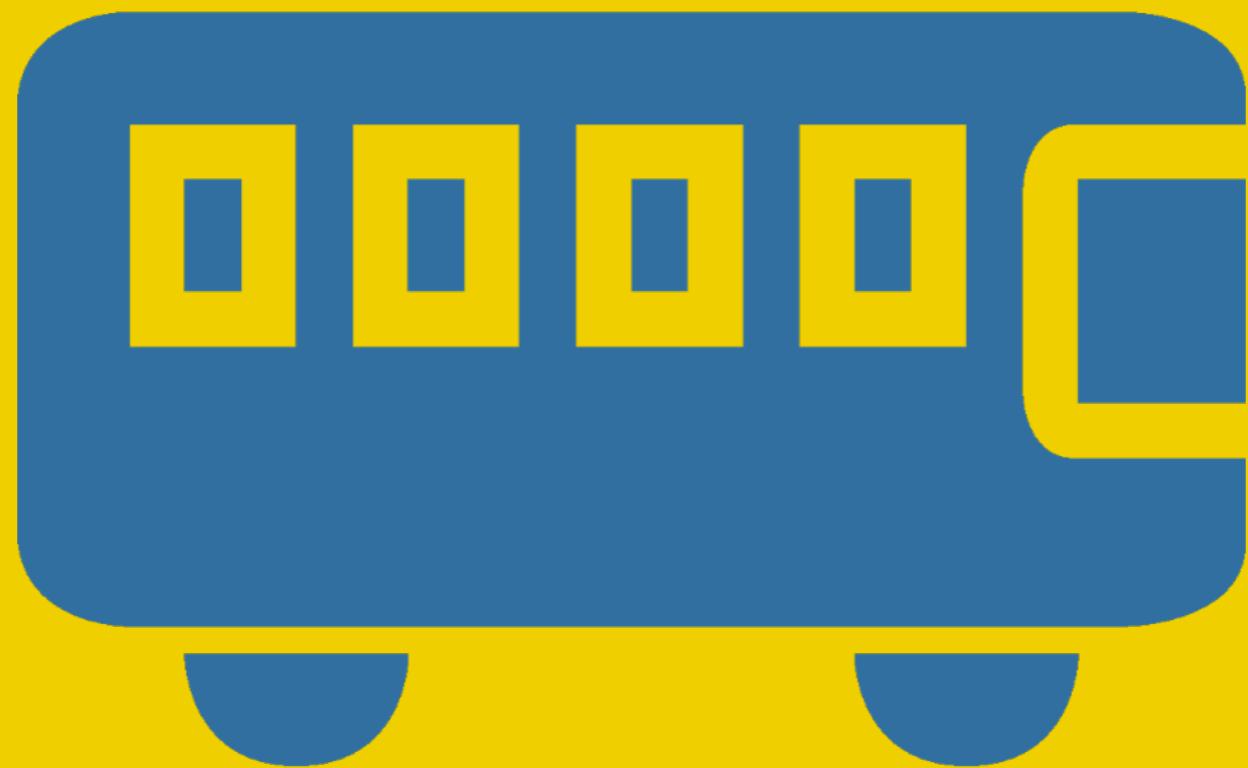
Establish a

HEADCOUNT

**LETS TALK ABOUT
ATTRITION**

Schedule

TRANSPORT



A close-up photograph of a brown backpack. Inside, there's a grey hoodie with a large white 'M' on the chest, a green t-shirt, and a yellow book titled 'Metasmash'. The backpack has multiple compartments and yellow zipper pulls.

Order

SWAG

mlh



Order
FOOD

mlh

**CATERING
VS.
LOCAL
RESTAURANTS**

A photograph showing two individuals from behind, both wearing glasses and looking down at their smartphones. The person on the left has long hair and is wearing a dark zip-up hoodie. The person on the right has long dark hair tied back and is wearing a light-colored t-shirt. They appear to be in a public space, possibly a subway station, as evidenced by the MLH (Metra Light Rail) turnstiles in the foreground.

Release a

SCHEDULE

MLH

Planning for an

EMERGENCY



4-9 Months Out

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Send

REMINDERS

OVER-COMMUNICATE



A group of approximately 20 young adults, mostly men, are posed in two rows against a red wall in a large hall. They are wearing dark t-shirts with a circular logo that reads "HACK RU" and "SPRING 2018". Some individuals are standing in the back row, while others are kneeling or sitting in the front. The background features a banner for "WELCOME TO HACK RU" and "MLH POWERED BY".

Prepare your

VOLUNTEERS

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Buy
SNACKS

mlh

Create a

RUN OF SHOW

mlh

RUN OF SHOW

Hackcon III - Run of Show

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Comments Share

	A	B	C	D	E	F
1	Date	Time	Type	Owner	Action	Notes
5	Thursday	11:51 AM	Internal	Swift	Arrive at SFO	
6	Thursday	12:15 PM	Internal	NQ, Swift, Jon	Nick picks Jon and Swift up at Airport, with Stickers	
7	Thursday	1:00 PM	Internal	NQ, Swift, Jon	Meet with Valerie for walkthrough of the Computer History Museum	
8	Thursday	2:00 PM	Internal	NQ, Swift, Jon	Visit Github HQ	
9	Thursday	2:45 PM	Internal	NQ, Swift, Jon	Meet with Marie for room assignments and keys, confirm checkin logistics, confirm wake up calls	Marie: 415-269-0713
10	Thursday	2:53 PM	Internal	Tim	Arrive at SFO	
11	Thursday	3:00 PM	Internal	NQ, Swift, Jon	Visit Galvanize	
12	Thursday	3:08 PM	Internal	Niko	Arrive at SFO	
13	Thursday	4:15 PM	Internal	Hamer, Jared, Carl	Arrive at SFO	
14	Thursday	7:00 PM	Internal	Hamer	Pickup printing from FedEx (Signs + Liability Waivers + Schedule)	Need to order printing from FedEx near
15	Thursday	7:06 PM	Internal	Shy	Arrive at SFO	
16	Thursday	8:00 PM	Internal	NQ, Swift, Jon, Shy, Hamer, Niko, Tim, Jared, Carl	Team Dinner	Need reservation
17	Friday 7/17/15					
18	Friday	8:30 AM	Internal	NQ, Swift, Jon, Shy, Hamer, Tim	Arrive at Galvanize	Bring some swag, stickers, and badges
19	Friday	9:45 AM	Internal	Hamer	Breakfast arrives at Galvanize	
20	Friday	10:00 AM	Public	NQ	Workshop Checkin Begins	Sign Liability waiver, swag, badge, stick
21	Friday	10:00 AM	Internal	Hamer	Breakfast is served at Galvanize	
22	Friday	11:00 AM	Public	Hamer	Set up snacks	We need to buy snacks and drinks (Cos
23	Friday	11:00 AM	Public	NQ	Workshop: Why run a hackathon - Nick Quinlan	
24	Friday	11:30 AM	Public	Swift	Workshop: Budgeting - Mike Swift	
25	Friday	12:30 PM	Public	Jon	Workshop: Sponsorship - Jon Gottfried	
26	Friday	1:15 PM	Internal	Hamer	Lunch Arrives at Galvanize	
27	Friday	1:15 PM	Internal	Swift	Swift walks to hotel	
28	Friday	1:30 PM	Internal	Niko, Carl, Swift	Setup checkin table at Hotel	
29	Friday	1:30 PM	Public	Hamer	Lunch	
30	Friday	2:00 PM	Public	Niko, Carl, Swift	Checkin Begins	Sign Liability waiver, swag, badge, stick
31	Friday	2:00 PM	Internal	NQ	Set out snacks at Galvanize	We need to buy snacks and drinks (Cos

PLAN TO SLEEP



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4-9 Months Out

4 Months Out

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Judging

Event Closing

Post Event

EVENT SETUP

Establish

REGISTRATION

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**WELCOME AND
CHECK IN
ATTENDEES**

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A woman with long dark hair, wearing a grey t-shirt and blue jeans, stands behind a red table covered with various sponsor items. She is smiling and looking towards the camera. On the table are several boxes: a blue Nerf Ultra Distance box, a black box for a Centurion drone, a white Chromecast box, and a large white Xbox One box featuring Assassin's Creed Unity. There are also stacks of small items like batteries or cards. The background shows a brick wall and other people at the event.

WELCOME SPONSORS

A photograph of a person from the waist up, wearing a dark green zip-up hoodie with a small orange and white logo on the left chest. They are holding a white paper plate with a red border, filled with various Asian-style stir-fried vegetables and meat. In the background, there are more plates of food on a table, suggesting a buffet or food stall.

Put out
FOOD

mlh

A photograph of a man with a beard and short hair, wearing a dark grey hoodie with white stripes on the cuffs. He is leaning over a desk, focused on a computer monitor. On the desk, there is a white computer tower, a monitor displaying a dark interface, and some cables. The background is a plain, light-colored wall.

Do a

MLH

TECH CHECK

mlh



Double Check

POWER & WIFI

mlh



4-9 Months Out

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SET THE TONE

mlh

WELCOME

API DEMOS

Illini Union

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4-9 Months Out

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Post Event

TEAM FORMATION





MAINTAIN ENERGY

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BE VISIBLE

HackYSU

Learn. Create. Network.

On Site Event Registration Form

Please let us know if you're attending at the hackathon and give us some info to help cater the event to your needs.

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A photograph of two young men sitting on the floor in what appears to be a backstage or hallway area. They are both wearing red shirts and jeans. The man on the left is facing the camera, looking slightly to his right with a neutral expression. The man on the right is facing away from the camera, looking towards the left. Both are holding plates of food; the man on the right has a salad and the man on the left has a sandwich. The background shows a wall with a grid pattern and a door. The overall lighting is warm and slightly dim.

HUNGRY HACKERS

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STOP AND LOOK AROUND

YOU'RE
AWESOME

MLH
MAJOR LEAGUE HACKING
POWERED BY

MLH

A photograph showing several individuals at a hackathon. In the foreground, a person in a white shirt is working on a blue garment on a mannequin. Behind them, two other people are looking up at something off-camera. One has a name tag that reads "FASHION TECH HACKATHON" and "Meredith Morrow".

PROJECT SUBMISSIONS



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4-9 Months Out

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**PRESENTATIONS
OR
EXPO?**

PRESENTATION STYLE

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A photograph of a group of diverse young people gathered around a table at what appears to be a technology or hackathon expo. In the foreground, a man in a grey t-shirt and a yellow headband is looking down at a laptop. Behind him, several other individuals are standing, some wearing yellow headbands with the word "Firebase" on them. One person in the center holds a yellow folder or piece of paper. The background shows a library setting with bookshelves and other people walking by.

EXPO STYLE

mlh



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STACK RANKING

A photograph showing several people working on laptops at a long table. In the foreground, a person's back is to the camera, wearing a red shirt and glasses. In the center, a man with a beard and a grey zip-up hoodie is looking down at his laptop screen. To his right, another person's arm and shoulder are visible. On the table, there are various items including a green and white water bottle, a black Toshiba laptop, a yellow can, and some cables.



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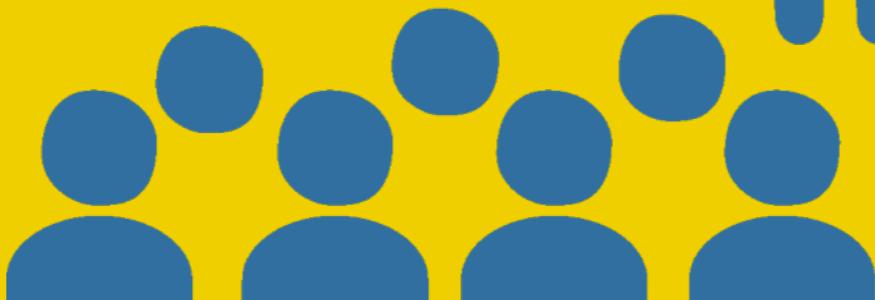
Event Closing

Post Event

**RESPECT
PARTICIPANTS TIME**



TECH CHECK AND PRACTISE



THANK EVERYONE





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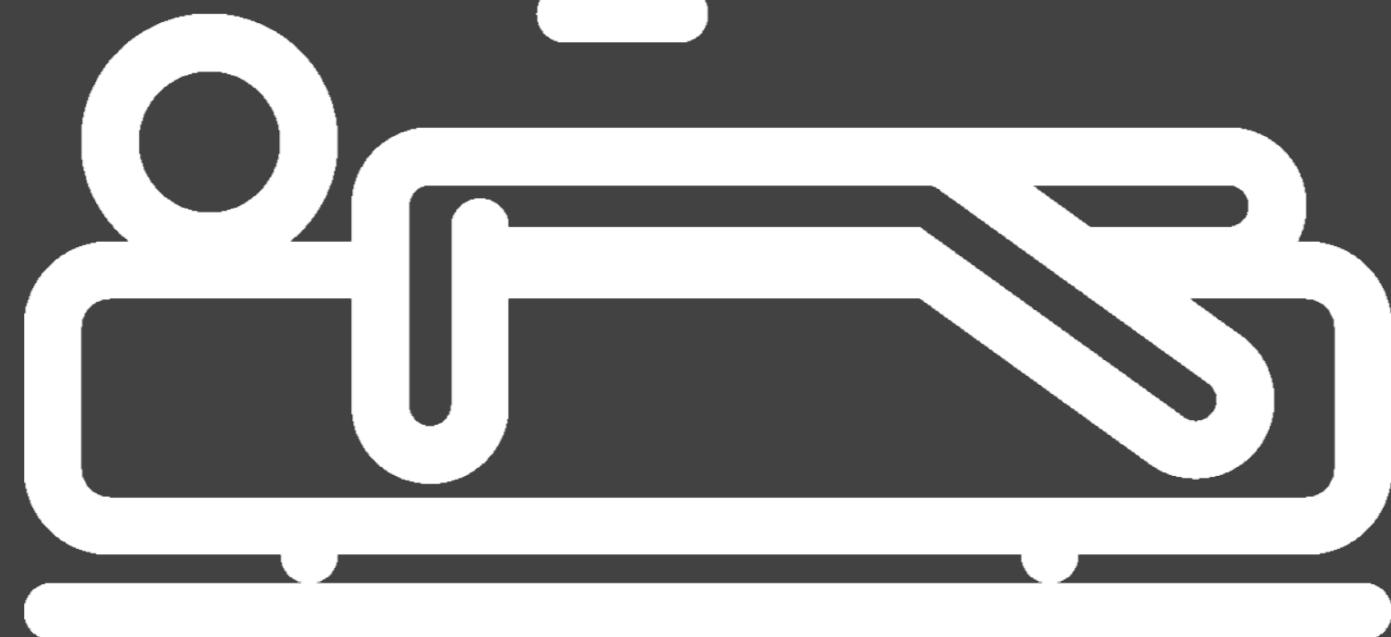
Judging

Event Closing

Post Event

SLEEP

Zzzz



**FOLLOW
UP**

**SETTLE THE
BOOKS**



mlh

A photograph of a person in a white, curly, fluffy costume, possibly a sheep or lamb, covering their face with their hands. Next to them, a young man with short brown hair is smiling and looking towards the camera. They are standing behind a dark podium with a microphone. In the background, there are other people and a blue wall with some text.

SUCCESS STORIES

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**LETS DO THIS
AGAIN!**

GUIDE.MLH.IO

Introduction

"I learned more in one weekend than I did in the last month of lectures!"

Are you ready to host your school's very own hackathon?

[Submit a Pull Request to Help Us Evolve the Guide](#)

Each semester, more than 50,000 developers, designers, and makers compete for their school's glory at the 150+ official MLH hackathons around the world. Whether you're hosting your first or third MLH hackathon, our organizer guide will give you the tools to blow away your student hacker community.

Major League Hacking's [mission](#) is to spread the hacker ethos to every student on the planet; to cultivate communities where aspiring hackers have the opportunity to learn, build, and share their creations with the world.

Resources

- Article: [How to Throw an Epic Hackathon](#)
- MLH: [Official Slack channel](#)

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- Introduction
- Organizer Timeline
- Update Your Website
- Promote Your Event

