

# SPARK

Are you planning on hosting a Spark?  
If so here are the steps to take...

<b>1a</b> contact potential venues	<b>1b</b> check capacity & IT support	<b>1c</b> confirm the venue date & time	<b>2</b> register as a host at <a href="http://sparkevent.me">sparkevent.me</a>	<b>3a</b> send <a href="#">this</a> letter to potential sponsors
<b>3b</b> the letter requests prizes for the free raffle	<b>3c</b> offer in return the companies logo on the spark website	<b>4a</b> send <a href="#">this</a> email to schools of potential attendees	<b>4b</b> amend the email where necessary	<b>5</b> monitor attendees in host admin at <a href="http://sparkevent.me">sparkevent.me</a>
<b>6a</b> view the presentations as they are submitted	<b>6b</b> if necessary suggest ideas for improvement	<b>7</b> manage any attendee queries or concerns	<b>8</b> send <a href="#">this</a> letter again to more potential sponsors	<b>9</b> send <a href="#">this</a> email again to schools of potential attendees
<b>10a</b> make sure that you are monitoring the signups	<b>10b</b> chase any 'speakers' that have not submitted presentations	<b>10c</b> remember to add any sponsors logos to the website	<b>11a</b> get any necessary marketing printed e.g. banners	<b>11b</b> use <a href="#">these</a> SPARK logos where necessary
within the last 3 days prior to your SPARK Event	<b>12</b> download .csv file from admin area and mail-merge name badges	<b>13</b> organise the order for speakers to present	<b>14a</b> visit the venue and meet the IT team, vent your queries	<b>14b</b> test all of the presentations at the venue using their IT