

Top Ten Hack Day Tips & Tricks		
1	Set a date. Promote it.	
	1+	Give ample notice, encourage people to post their ideas somewhere public this will help with forming groups and setting direction.
	+1	Set a date, promote it. Let your suppliers, clients know that you will not be available on this day, let them know what you are doing, they might have some ideas to share with you.
2	Collaborate.	
	1+	Get different departments together, ones that may not usually have day to day dealings with each other.
	+1	These days there are some great co-working spaces around that you can collaborate with like-minded people.
3	Have a theme or a goal. It provides guidance.	
	1+	Share this prior to the day so everyone knows what is expected of them.
	+1	It will keep you focussed and unlikely to get distracted or end the day feeling like you didn't achieve anything.
4	Prepare the food and drinks.	
	1+	Have water, tea & coffee available all day and have lunch catered (don't forget to check for diet requirements). Let everyone know what time to expect breaks and lunch as it will manage expectation and help keep to the schedule.
	+1	Have water, tea & coffee available to you all day but pre-order lunch so you don't have to stop mid-stream and think about what to order then wait for it to be ordered.
5	Check your toolkit!	
	1+	Check the whiteboard is in working order, with pens and eraser. Have paper and pens & post its available for ad hoc sketching out ideas. If teams are presenting have a projector to connect to the computer.
	+1	If you are going offsite, make sure you will have access to power and wifi.

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6	Get the juices flowing with a bit of help	
	1+	To kick the ball off organise for a guest speaker to talk at your Hack Day.
	+1	Organising your “Hack” to start after attending a workshop to help get those creative juices flowing.
7	Offer incentives or prizes.	
	1+	Make sure that you set the judging criteria.
	+1	Allow yourself a glass (or two) of wine at the end of the day and switch off (this is when the good stuff happens! All those ideas that you have had buzzing in your head, they start to settle and form solid foundations for strategies).
8	Clarify the ownership of the hacks that are produced.	
	1+	Intellectual property can be a big issue; it is best to make expectations clear in advance.
	+1	Ditto – Regardless the size of the business.
9	Book a follow-up.	
	1+	To keep the momentum going, schedule in follow up’s with and within the teams.
	+1	Programs such as Basecamp and Asana are good to assign tasks to ensure ideas are followed through from the day.
10	Make it fun!	
	1+	By being well organised & well prepared both you and the hackers can focus on the task at hand and have fun with it.
	+1	As well as being well organised and prepared, it is super important to make it fun when it’s just you or a few otherwise you won’t want to do it again. If that means for you the location or what you do in the breaks or how you promote it. Make it fun!