

This is a list of all necessary tasks to organize a mini-hackathon similar to the [LLM hackathon](#) LauzHack organized in April 2024.

But first, **what is a mini-hackathon?** Unlike LauzHack's main hackathon which gathers 250-students from across Europe to work any project (either from their own creativity and/or from the sponsor challenges), a mini-hackathon:

- Gathers 30-50 participants from the local region.
- Focuses on a specific theme.
- Starts Friday evening, and finishes Saturday afternoon/evening.
- Does not have to run overnight.

The above “constraints” lend itself to an event that has much less overhead to organize than a large-scale hackathon like LauzHack. For our guide to organizing a large-scale hackathon, please refer to [this document](#).

And please don't hesitate to reach out to lauzhack@epfl.ch for questions!

■ Finance ■ Food ■ IT ■ Judging ■ Logistics ■ Communications
■ Sponsoring/Content

Early Planning

The core (and success) of the event will depend on the provided content. Given the short time-frame, it is important to provide the participants with tutorials and/or “starter kits” (e.g. example code, slides, etc) so that they can hit the ground running! This does not have to be done before beginning to plan, but it's good to have in mind what could be those starter kits.

- E.g. for our LLM hackathon, we provided tutorials on [building chatbots](#) and [training LLMs](#).

■ Make a budget

Make a rough budget: food, logistics, marketing, swag, prizes, (optionally) travel reimbursement. This gives an idea of how much may be needed for sponsoring.

- Food will be the main cost, e.g. 10-15 CHF/meal/person.
- E.g. from LLM hackathon ([Friday dinner](#), [Saturday breakfast/snacks](#), [Saturday lunch](#))

■ Contact tech sponsors

Companies/labs can be very useful for technical content, financial support, and to provide jury members!

- 📄 [Tech sponsorship email template](#) , [Example English Contract \(mini-hackathon\)](#) ,
- 📄 [Example English Invoice](#)

■ Make sure there are organizers with the necessary certifications

E.g. EPFL's food hygiene certification.


■ Determine venue


A great space is BC 4th floor: BC420 for presentations, and BC 410 / cafeteria space as working space. Contact Mme Antonella Simone (antonella.simone@epfl.ch) and/or Tania Epars (tania.epars@epfl.ch) to check availability and for booking.

■ Declare the event to EPFL

Using the form:

<https://www.epfl.ch/campus/services/events/fr/soumettre-une-demande-devenement/>

Fill using  RITM form.pdf as a base, and for the attached dossier you can use

 Mini-hackathon Dossier Example as a base.

Once the event has a date

■ Make a sign-up page

For example, using Luma like for the [LLM hackathon](#).

- [Guide](#) on using Luma.
- [Canva](#) can be used to design a graphic (square aspect ratio for Luma).

■ Promotion

- Appropriate EPFL mailing lists
- Social media
- Inviting past Luma event attendees
- Discord
- Posters at EPFL (design on [Canva](#))

■ Contact potential jury members

Professors and professionals with an interest in this that the committee knows, past jury members...

Think diversity of backgrounds for the jury, and relation with the hackathon's theme.

■ Organizing team

See who in the team is available.

■ Reach out to potential caterers

Past LauzHack caterers:  Food providers

At least two weeks before the event

■ Confirm food

- Dieci can be done a day before the event, see example email: [☰ Food providers](#)
- Migros croissant/pain au chocolate can be done 2 days before (go in person to Migros EPFL or call [058 573 37 20](tel:0585733720)).
- Catering from Les 3 Sens can be done 2-3 weeks before
 - If apéro then you can use the rule of 3 to book for 40 people for about 60 showing up (including staff)

■ Start accepting people

E.g. approve sign-ups on Luma, and remind people who may have already been accepted.

■ More Promotion

Even if you've reached the max, because early subscriptions may drop out since something came up.

■ Find photographer

E.g. ask friends or EPFL photo club: <https://photo.epfl.ch/en/about-us-2/>

■ Define event rules

Can take inspiration from [☰ LauzHack Rules](#)

■ Finalize jury members

■ Order prizes / vouchers from Galaxus

Week of the event

■ Make event page with all necessary info (resources, submission, etc)

E.g. copy the GitHub page from LLM hackathon:

<https://github.com/LauzHack/llms-api-hackathon>

Start as a private page when editing.

■ Create project submission portal


E.g. Google form or DevPost: <https://lauzhack-llms-genai-2024.devpost.com/>

■ Finalize tutorials / starter kits

■ Define project evaluation guidelines AND process

If you are giving prizes / awarding winners, it is VERY important to define the evaluation guidelines. Otherwise jury members will not know how to evaluate, participants may be surprised/disappointed on how they are evaluated.

The process, i.e. when and how they present, should also be clear. For example, making it very clear if there is a time limit so they can practice accordingly!


- LLM hackathon guidelines:
<https://github.com/LauzHack/llms-api-hackathon?tab=readme-ov-file#8-evaluation-criteria>
- LauzHack main hackathon criteria:  LauzHack Project Criteria

■ Communicate evaluation info to the jury

Namely, when they should show up, what's the schedule, what is the criteria, who to contact for questions (phone number they can call on the day).

■ Invite participants to messaging platform

E.g. Slack or new thread on LauzHack Discord.

- Put food restrictions form on Discord: Food restrictions:
<https://docs.google.com/forms/d/1uuc0glv2x7MPLPcHgyoiKsnQO3bEXi4w37FbkHgoRw/edit>
- Team formation form e.g.  DeepFake Hackathon teams (Sep 13-14)

■ Opening / closing ceremony slides


Make sure opening slides:

- Present schedule
- Thank sponsors / partners / participants
- Remind rules and special logistics (e.g. throwing away in particular container)
- Remind people to join the Slack/Discord
- Present project submission and evaluation process
- Ask who doesn't want photo taken

Make sure closing slides:

- Thank jury members
- Thank sponsors / partners / participants
- Include slides for 1st, 2nd, 3rd as backdrops for photo

■ Confirm food

- Dieci can be done a day before the event, see example email:  Food providers .
- Migros croissant / pain chocolat, let Migros know 2 days before (go in person to Migros EPFL or call [058 573 37 20](tel:0585733720)).
- 3 Sens need to double check the time of delivery (do it before you actually need the food as they come with the ovens to keep it warm)

■ Breakfast equipment

- Ensure coffee machine / kettle for the day.
- Fridge (optional depending on purchased snacks)

■ Prepare tech equipment

- Power strips
- HDMI/USB-C adaptors for presenting

■ Prepare cleaning equipment

- EPFL trash bags
- Broom and dust pan
- (Optionally) vacuum
- Can buy cleaning supplies on the day

Day of the event

■ Double-check with caterers

E.g. call them.

For Dieci, [email](#) in the morning and call ~1.5 hours before to confirm the number of pizzas based on attendance (they can add/subtract).

■ Migros shopping (e.g. 2 hours before event starts)

[Receipt](#) from LLM hackathon.

- For eating/drinking: paper plates, napkins, hand sanitizer, paper cups for serving snacks (and more if don't have reusable for drinking)
- Cleaning: cleaning spray, paper towels, tape to hold up trash bags
- Snack items: fruit, chocolate, chips, nuts, cookies, lotus cookies (vegan)
- Drinks: juice, code, ice tea
- Breakfast items (if not catered): cereal bars, fruit, yogurt, bread, instant coffee, tea, sugar, milk

Shopping list from 2025 LLM hackathon:

Fruits

- Mbud Apples bag
- Bananas
- Clementines / oranges

Salty snacks

- Big Chips x2 (Zweifel, Mbud, etc)
- Mbud Flutes x4
- Sun queen Nuts x4
- Pretzels

Sweet snacks

- Mbud Big Milk Chocolate x2

- Mbud Big Dark Chocolate x2
- Cookies x4
- Vegan cookies like Lotus x2
- Rice cracker chocolate x4

Drinks

- Multifruit / juice 10L
- Milk x3
- Almond/oat milk x3
- Coca cola six pack
- Ice tea 20L

Breakfast items

- Tea
- Farmer bars (50)
- Yoghurts (50)

Serving items

- Bowls (for putting snacks inside)
- Cups
- Plates
- Spoons (for yoghurt)

■ Arrange tables and chairs as necessary

- Lay out breakfast

■ Take pictures!

Be sure to announce to participants that photos will be taken, and they should identify themselves if they don't want pictures taken of them.

■ Clean up!

After the event

■ Feedback form

E.g. through Luma or Google form.

■ Social media posts

■ Check in with sponsors

Get their feedback and also mention on social media

■ **Team debrief and dinner!**