



VCIC ORGANIZER CHECKLIST



MONTHS/WEEKS PRIOR TO EVENT

RESERVE FACILITIES!

- Classrooms (2 or 3, see schedule below)
- Study rooms (6, one per team)
- Hold on block of hotel rooms for teams (~15 rooms)

More Facility Considerations:

- Printer and/or copier for deliverables: in room: _____
- Printer for teams: in room: _____
- Internet access for teams, entrepreneurs and judges
- Parking
- Catering (breakfast, lunch, snacks, reception)
- Tables, chairs, trashcans (as needed for catering)
- Venue for networking event after competition
- (Optional) Venue for awards ceremony 4:45 p.m.

Participants:

- Recruit VC judges (see www.vcic.org/recruit)
- Recruit entrepreneurs
- Recruit sponsors
- Email hotel info to teams (contacts supplied by VCIC HQ)

Key Organizers' Cell Phone #'s

Hotel Block

Hotel Name	
Block Name	
Hotel Phone	
Price	
# rooms held	

WITHIN 2 WEEKS

Special Printing:

- PPT - Checks Oversized Prize VCIC.ppt
- VCIC Plaques.doc: as gift for judges, entrepreneurs and/or winners
- PPT - VCIC Bracket Poster.PPT for walls/blackboard

Confirm:

- Facilities (parking, classrooms, tables, etc.)
- Technology (internet, A/V, IT, printers, camera, etc.)
- Catering

Catering Vendors

Breakfast	
Lunch	
Snacks/Coffee	
Reception	

MASTER SCHEDULE / ROOM ASSIGNMENTS			Actual Assigned
Time	Event	Suggested	Room #
8:00 a.m.	Team orientation (35)	Room B	
8:30 a.m.	Judge/entrepreneur orientation (15)	Room A	
9:00 a.m.	Kick-off, entrepreneur pitches (55)	Room A	
10:00 a.m.	Due diligence sessions (15)		
	Entrepreneur 1	Room A	
	Entrepreneur 2	Room B	
	Entrepreneur 3 (optional)	Room C	
11:30 a.m.	Team working lunch setup	Room B	
11:45 a.m.	Judge/entrepreneur lunch (15)	Room A	
12:30 p.m.	Judge Partner Meeting (15)	Room A	
1:00 p.m.	Deliverables begin: printer setup:	Room B	
1:30 p.m.	Negotiations and Q&A (55)	Room A	
4:30 p.m.	Judges vote	Room A	
4:45 p.m.	Awards ceremony + VC Round Robin	Room A (or other venue)	
6:00 p.m.	Off-site networking event		

Pre-Event



VCIC ORGANIZER CHECKLIST



WEDNESDAY		
5:00 p.m.		- Send <i>Email Teams Biz Plans.doc</i> – do not email plans earlier or later – teams will have planned on receipt at this time. - Include <i>Fund Profile.doc</i> , <i>Team Deliverables Template.doc</i> and <i>NDA.doc</i> .
THURSDAY		
5:00 p.m.		- Send last minute logistical info to teams, entrepreneurs and judges: Parking, breakfast/coffee info, directions to building, etc.
FRIDAY : EVENT DAY		
7:30 a.m.	Prep	Person meeting caterer: _____ <input type="checkbox"/> Have copy of NDA for spectators to sign <input type="checkbox"/> Post signs pointing TEAMS to one room, Judges and Entrepreneurs to another
8:00 a.m.	Team Orientation Team Host Volunteers (for facilities tour): _____ _____ _____ _____ _____	Room #: _____ MC for this session: _____ Prep: <input type="checkbox"/> Set up folders and name tags <input type="checkbox"/> Load www.VCIC.org website and <i>Team Orientation.ppt</i> onto projector Go: <input type="checkbox"/> Collect team NDAs. <input type="checkbox"/> As teams arrive, take team photos on digital camera Person responsible for team photos: _____ - Later: download into <i>Team_Photos.doc</i> and distribute by 10:00 a.m. <input type="checkbox"/> MC runs through <i>Team Orientation.ppt</i> <input type="checkbox"/> Get teams logged onto network, test internet and printing <input type="checkbox"/> Tour: show teams study rooms, due diligence rooms, bathrooms, etc.
8:30 a.m.	Judge and Entrepreneur Orientation TOGETHER	Room #: _____ MC for this session: _____ Prep: <input type="checkbox"/> Set up folders, name tags and extra printed business plans <input type="checkbox"/> Load www.VCIC.org on projector so everyone can see bracket Go: <input type="checkbox"/> MC have judges and entrepreneur introduce themselves (5-10 minutes) <input type="checkbox"/> MC quick walk thru of <i>Judges_Instructions.doc</i> (10-15 minutes) <input type="checkbox"/> Load and test entrepreneur presentations
9:00	Welcome Kick-Off and Entrepreneur Pitches	Room #: _____ MC for this session: _____ Prep: <input type="checkbox"/> Load <i>PPT-Welcome_Kick-off.ppt</i> on projector <input type="checkbox"/> Load <i>PPT-VCIC_Timer_10.ppt</i> on nearby, visible laptop. Identify volunteer to run timer. Name: _____ <input type="checkbox"/> Spectators sign NDAs upon entry (not judges or teams) Go: <input type="checkbox"/> MC walk through <i>PPT-Welcome_Kick-Off.ppt</i> <input type="checkbox"/> Judges introduce themselves <input type="checkbox"/> MC introduces each entrepreneur and loads appropriate PPT End: <input type="checkbox"/> MC – thank you entrepreneurs, not possible without you! Applause <input type="checkbox"/> Synchronize your watches – due diligence starts exactly 10:00 a.m. <input type="checkbox"/> Lead entrepreneurs and judges to their assigned rooms

CATERING	
Item	Breakfast
Quantity	55
Room #	



VCIC ORGANIZER CHECKLIST



10:00	Due Diligence	<p>Volunteers to run timers (1 per entrepreneur)</p> <p>Timer #1 Name: _____ Room: _____</p> <p>Timer #2 Name: _____ Room: _____</p> <p>Timer #3 Name: _____ Room: _____ (if 3)</p> <p>Prep:</p> <p><input type="checkbox"/> Volunteers have PPT-VCIC_Timer_15.ppt on laptops or overhead</p> <p><input type="checkbox"/> Distribute Team_Photos.doc to all participants</p> <p>Go:</p> <p><input type="checkbox"/> Teams may quickly introduce themselves to entrepreneur before clock starts (not to all the judges)</p> <p><input type="checkbox"/> Each session must be hard-stopped at exactly 15 minutes</p> <p>End:</p> <p><input type="checkbox"/> Volunteers/timers lead judges and entrepreneurs to lunch</p>
11:45	Team Lunch	<p>Place where lunches will be delivered: _____</p> <p>Person responsible for lunches: _____</p> <p>Teams and judges should not get food in the same place.</p> <p><input type="checkbox"/> Poll each team to find out which deal they are doing.</p> <p><input type="checkbox"/> Release any entrepreneur who didn't get a deal.</p>
11:45	Judge/ Entrepreneur Lunch TOGETHER	<p>Room #: _____</p> <p>Person responsible for this session: _____</p> <p>Prep:</p> <p><input type="checkbox"/> Meet caterer and have room ready to go</p> <p><input checked="" type="checkbox"/> Collect Entrepreneur Ballots (prior to lunch)</p> <p>End:</p> <p><input type="checkbox"/> Take entrepreneurs to another room</p>
12:30	<p>Judge Partner Meeting</p> <p>(formerly "Cheat Sheet Session")</p> <p>IMPORTANT</p> <p><i>This discussion is a key element of the competition and must be handled with care.</i></p>	<p>Facilitator for this session*: _____</p> <p>Prep:</p> <p><input type="checkbox"/> Make sure judges have <i>Judge_Partner_Meeting.doc</i></p> <p><input type="checkbox"/> No entrepreneurs!</p> <p>Go:</p> <p><input type="checkbox"/> *Organizer must facilitate this group discussion. Make sure judges discuss each entrepreneur in detail, including SPECIFIC DEAL TERMS as if they were on a team and had to pick a deal.</p> <p>There is no need for a consensus, but they should hear each other's perspectives as they will have to judge term sheets on deals they didn't sit with in due diligence.</p> <p><input type="checkbox"/> Keep an eye on the clock! About 15 minutes per deal should suffice.</p> <p>End:</p> <p><input type="checkbox"/> By 1:15 p.m., wrap up session and ask judges to vote on which deal they would choose if they were on a team</p>

CATERING	
Item	Team lunch
Quantity	35
Room #	

CATERING	
Item	Lunches
Quantity	20
Room #	

Input entrepreneurs' votes on worksheet page 7.



VCIC ORGANIZER CHECKLIST



1:00	<p>Written Deliverables Begin Arriving</p> <p>LOGISTICS CRUNCH! Have printer and/or copier nearby!</p>	<p>Printer/Copier in Room #: _____</p> <p>Deliverables Coordinators: _____</p> <p>_____</p> <p>Email address for deliverables: _____</p> <p><input type="checkbox"/> Receive/acknowledge deliverables by email</p> <p><input type="checkbox"/> Print 10-15 copies for judges, advisors and organizers</p> <p><input type="checkbox"/> Give judges team #1 at 1:25 p.m. sharp! Team 2 @ 1:55, etc.</p> <p><input type="checkbox"/> Give entrepreneurs the term sheet only</p> <p><input type="checkbox"/> Instruct judges to take notes on deliverables to be given back to teams for feedback*</p> <p><i>*It helps to remind judges how important their feedback is to the teams, both from the judging forms and notes on the team's deliverables.</i></p>
1:30	<p>Negotiations</p>	<p>Room #: _____</p> <p>MC for this session: _____</p> <p>Prep:</p> <p><input type="checkbox"/> Load both <i>PPT-VCIC_Timers (10 and 15)</i> on nearby, visible laptop. Identify volunteer to run timer. Name: _____</p> <p>Go:</p> <p><input type="checkbox"/> MC leads teams in/out, welcome and announce teams to judges, bring appropriate entrepreneur to front of room</p> <p><input type="checkbox"/> Teams may stay in room after they are finished to watch other teams.</p>
2:30	<p>Afternoon snack</p>	<p>Person responsible for snacks: _____</p> <p><input type="checkbox"/> Bring snacks, water and caffeine to negotiations room</p>
4:30	<p>Negotiations end</p>	<p>Teams leave. Judges stay.</p>
4:30	<p>Judges Vote</p> <p>IMPORTANT <i>Judges may want to discuss results, but this conflicts with #1 priority: getting back to teams to give feedback.</i></p>	<p>Person responsible for this session: _____</p> <p>Prep:</p> <p><input type="checkbox"/> Kick teams out!</p> <p>Go:</p> <p>No discussion before voting.</p> <p><input type="checkbox"/> Judges quietly and quickly fill out Judge Ballot Form.</p> <p><input checked="" type="checkbox"/> Collect Judge Ballots and input on worksheet page 7 (or use <i>XLS-Judges_Voting_Tally.xls</i>)</p> <p>No discussion after voting.</p> <p><input type="checkbox"/> Once voting is complete, let judges know the 1st and 2nd place teams</p> <p><input type="checkbox"/> Quickly send judges to awards ceremony (or call teams back in)</p> <p><input type="checkbox"/> <i>Optional:</i> Ask judges if anyone would like to make remarks at the awards ceremony</p>

CATERING	
Item	snack
Quantity	55
Room #	

Input judges' votes on worksheet page 7.



VCIC ORGANIZER CHECKLIST



4:45	Awards ceremony	<p>Room #: _____ MC for this session: _____ Person responsible for catering: _____</p> <p>Prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write winning team names on big checks <input type="checkbox"/> Bring plaques or other gifts <input type="checkbox"/> Meet caterers <p>Go:</p> <ul style="list-style-type: none"> <input type="checkbox"/> MC to welcome everyone, thank judges and give them gift (optional, pre-print <i>VCIC_Plaques.doc</i>) <input type="checkbox"/> Announce winners with due drama (<i>optional</i>: ask a judge, faculty member, dean, or other prestigious person to announce winners) <input checked="" type="checkbox"/> Take photos of winning teams holding checks <input type="checkbox"/> Collect data to process prize money checks (worksheet page 8)
4:50	VC Round Robin	<ul style="list-style-type: none"> <input type="checkbox"/> Send teams to different areas of room and send one judge to each team (if you have extra judges, send two) <input type="checkbox"/> MC instruct judges to give teams all written deliverables and judging forms <input type="checkbox"/> After 5-7 minutes, MC blow whistle and ask judges rotate clockwise to next team (you can yell, whistle, or have a volunteer go to each group, but get the judges to rotate!) <input type="checkbox"/> Try to get through at least five rounds – it is hard to facilitate, but it is a HUGE payoff for the teams <input type="checkbox"/> Ask judges to leave binders in case some teams did not receive written deliverables
6:00	Networking Event / Happy Hour	<p>Person responsible for this session: _____ Venue: _____</p> <p>Prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handout maps to venue if necessary <input type="checkbox"/> <i>Optional</i>: find a sponsor to fund an awards dinner for all participants <p>Go:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traditionally the winning team buys a round at the happy hour

CATERING	
Item	Appetizers & Beverages
Quantity	55
Room #	

THE WEEK AFTER THE EVENT
<ul style="list-style-type: none"> <input type="checkbox"/> Process prize money checks <input type="checkbox"/> Mail thank you notes to judges and entrepreneurs <input type="checkbox"/> Email all team deliverables to entrepreneurs <input type="checkbox"/> Email <i>XLS-Database_of_Participants.xls</i> to vcic@unc.edu <input type="checkbox"/> Email photos of winning teams to vcic@unc.edu



VOTING WORKSHEETS

VC JUDGES' VOTES															
Team↓	J U D G E											No. of #1 Votes	No. of #2 Votes	No. of #3 Votes	Total Points

Score per vote: 3pts 2pts 1pt

IN CASE OF TIE: ALL judges re-vote on top 3 teams only.

New weighting for tiebreaker: 5 pts 3pts 1pt

IF TIED AGAIN: judges must submit "Total Score" from Judge Forms (not ballots) for the two tied teams only.

Entrepreneurs' Choice Tally								
Team↓	ENTR				No. of #1 Votes	No. of #2 Votes	No. of #3 Votes	Total Points
					3 pts	2 pts	1 pt	

FINAL RESULTS	
1 ST	
2 ND	
EC*	

*Entrepreneurs' Choice cannot be 1st or 2nd.

