Event Planning Check List

Event Type: Group Walk / Bike Ride / Bike Rodeo / Bike Pit Stop

Event Name:

Date:

Start Time:

End Time:

Starting Location:

Ending Location:

Short Description:

Rain Plan:

Community Partner(s)/Sponsor(s):

Community Partner Contact Info:

Ride/Walk Leader:

Community Partner Leader (if applicable):

Volunteer Coordinator:

Bike Ride Corkers:

Bike Ride Sweep:

Photographer:

Facebook/social media/registration link:

Route link:

Distance:

Materials list (optional):
- o Printed route
- o Event calendars/postcards
- o Inner tubes, patch kit, bike tools
- o First-aid kit
- o Camera
- o Safety vests
- o Music
- o Other?