

Operation Checklist

The timeplan below assumes the ride is in April and planning starts 5 months before. However, it is possible to shorten the timeplan considerably depending on the size of the ride and the level of sponsorship etc. This checklist is intended to be an overall guideline but should not dissuade potential organisers of staging smaller events.

We hold committee meetings in November, January, end Feb/beg March and 2 weeks before the ride.

5 Months Before

1. Confirm Committee and hold first meeting.
2. Confirm date (check out other events, availability of school, other possible cycle rides or use of roads etc).
3. Inform head, caretaker and confirm access and facilities required.
4. Outline route and estimate marshals required. Decide if a health walk will be held alongside the ride and if so, who will organise this.
5. Contact area police operations department and Highways dept to advise of event and contact local police station to enlist specific support.
6. Decide on the charity to be supported and contact representative.
7. Make a checklist of everything required for the event and source funding (eg: local businesses, local media group, local / district council, bike shops, etc).
8. Organise production of the following (either via sponsors or using self- made resources):
 - Route signage (ideally A3 correx signs but can also be made with A3 laminated paper / card)
 - Advertising signs/posters (A1 correx ideal but if costs prohibitive or sponsor not forthcoming, explore all free advertising options eg visible notice boards, shops etc)
 - Numbers (estimate £50 for 500 numbers)
 - Printing of advertising fliers (these can be photocopied if necessary to keep costs down)
 - Printing of laminated route maps (can be done in house but is time consuming. Only need 1 map per family)
9. Agree entry fee, conditions of entry and finalise entry procedure (paper based or on line) and agree entry form
10. Contact local media partner and establish support
11. Schedule monthly meeting dates
12. Draw up outline activity plan to include:
 - Event Launch
 - Bike Clinic
 - Activities for local newspaper
 - When adverts need to go in local media (including free magazines)

13. Set up and launch website
14. Establish insurance requirements and put cover in place
15. Print route map (or later if not finalised)
16. Contact MP's office to enlist support. Consider and contact celebrity starter

3 Months Before

1. Finalise detailed activity and publicity plan including:
 - Announcement date and how to launch
 - Assembly at school (very useful to promote to all pupils)
 - Letters to parents including entry forms (also consider other schools)
 - Bike clinic – date and format
 - Safety demonstration to children (very useful in promotion of safe cycling and why helmets should be worn).
2. Meet local newspaper editorial team and outline plan.
3. Contact other local schools to invite participation.
4. Distribute fliers
5. Start to recruit marshals.
6. Contact local bike shops to enlist support.
7. Set up playground cycle format (if possible)
8. Decide on other fundraising items (eg raffle)
9. Decide if riders will receive anything at the end of the ride, and how to gather items (eg chocolate bar, certificate / sticker, drink).
10. Decide whether bike racks needed to store bikes and if so, contact local scaffolding company to produce temporary racks.
11. Contact Red Cross / St John's Ambulance and put first aid in place.
12. Register for Team Green Bike Week.
13. Source the following:
 - Start / finish balloon arch
 - Water for riders at half way point (can also be poured from jugs)
 - Provision of fruit for half way point (oranges and bananas)
 - Other donations to reduce outlay on refreshments (eg rolls, bacon etc).
 - Raffle prizes (if holding a raffle).
14. Contact Sustrans, National Trust, etc – other organisations who might benefit from association and help promote the ride.
15. Finalise and advertise bike clinic.

16. Organise safety briefing for school.
17. Source photographer (parent from school, newspaper photographer?). Consider whether pictures can be displayed in time for riders returning.
18. Confirm Health Walk details (if included).

6 Weeks Before

1. Produce route signage and confirm who will put up and take down and when (usually need to be done the morning of the ride, so it is not defaced).
2. Put up posters (check where they will be put up and sizes required).
3. Agree with sponsors what publicity activities they may undertake
4. Confirm and source additional help needed:
 - Playground cycle – 2
 - Entries and check-in – 4-6
 - Refreshments – 4
 - Starter – 1
5. Confirm marshals. Ensure backup vehicle and recovery truck. Send maps and instructions.
6. Source dayglo jackets for marshals and entry staff
7. Check equipment needed for playground cycle and source (eg cones, notices)
8. Assess entry numbers and additional promotion needed.
9. Agree refreshments, confirm provision of food for volunteers, book ice cream van if required.
10. Finalise on day technical support and bike sales items (if appropriate, eg pumps, water bottles, etc)
11. Confirm all requirements with school caretaker, kitchen staff, headteacher
12. Finalise marshal positions and send out briefing
13. Decide on first aid kit provision (if required) and source
14. Finalise layout of playground and access to and from school, gate closures, etc.
15. Work out where to take main start photo and if tall ladder is needed (if so, source).
16. Confirm registration and check-in procedures
17. Agree start procedure, crisis management procedure, accident procedure.
18. Assemble master contact list for on the day (useful to laminate small copies for volunteers). Remind everyone to charge mobiles.
19. Confirm half way supplies (bin liners, tables, cups, water, oranges, bananas, biscuits)

20. Print large route map for display (if possible)
21. Confirm all on site manpower required, plus on the day roles and responsibilities.
22. Confirm type of PA system (eg loudhailer) and ensure working.

1 Week Before

1. Door drop local residents to remind of ride.
2. Purchase all refreshments.
3. Ensure end of ride items delivered and, if using, pack goody bags.
4. Organise raffle and ticket sales, produce master list (if doing a raffle).
5. Collect dayglo jackets, First Aid Kits.
6. Ensure signage ready for display in playground and en route
7. Check how to fix – cable ties / stakes / Velcro tape.
8. Charge PA system.
9. Decide how to thank sponsors (logos on a board, presentation running through screen in school hall etc) and load up all logos.

Day Before

1. Mark playground to show key zones.
2. On site signage up.
3. Scaffolding for bike racks erected (if using).
4. Ensure tables, chairs, ladder, PA system available (or loudhailer).

On The Day (assuming 10.30am start of ride)

- 08.00 Site open
Refreshment preparations
On site vehicles / displays set up
Registration and check-in set up.
- 09.30 Brief marshals, issue jackets, First Aid Kits, lunch, get to positions.
- 09.45 Rider welcome and briefing.
- 10.15 Group photo
- 10.30 Start

All riders checked safely back in after ride.

Post Ride

1. Issue press release and photo including total rider numbers, money raised.
2. Organise team debrief, and produce summary of ideas for next year.
3. Thank you notes to sponsors and donors with monies raised.
4. Analyse entries (where from, ages, which routes cycled).
5. Update database.
6. Finalise money.
7. Organise cheque presentation to charity and invite media.
8. Ensure contact list updated for forthcoming year.
9. Gather copies of all press cuttings.
10. Upload photos onto website.