# Champaign-Urbana Bike Month 2021

## 3 Junel 2021

## Weekly Task List

Blue = meetings

Red = deadlines

Purple = events

# January

### Week 1 (1/11-15)

☒ Tuesday, 1/12, 10-11 am: C-U SRTS Project meeting

☒ Begin updating Roles & Responsibilities List and Weekly Task List

☒ Thursday, 1/14, 10-11 am: Bike Month Planning Team meeting

☒ Update the year to 2021 on Bike Month website, connect current Bike Month Google Calendar to Bike Month website.

# February

☒ Update Roles & Responsibilities List and Weekly Task List

☒ Tuesday, 2/9, 10:30 am-12 noon: Bike Month Planning Team meeting

☒ Email 2019 Bike to Work Day station managers about anticipated 2021 Bike Month and Bike from Work Day events.

# March

☒ Update Roles & Responsibilities List and Weekly Task List

☒ Tuesday, 3/9, 9-10:30 am: C-U SRTS Project meeting

☒ Determine if Bike Into Spring events should be held in April or later – *will not be held in April.*

☐ Contact Champaign Park District, Urbana Park District, Neutral Cycle, Champaign Cycle, and Itty Bitty Bike Shop, and Salt & Light about holding Pop-Up Events on Tuesdays in April *(postponed)*

# April

☒ Tuesday, 4/13, 9-10:30 am: C-U SRTS Project meeting

☒ Tuesday, 4/13, 10:30 am-12 noon: Bike Month Planning Team meeting

☐ Tuesday, 4/13: Bike Into Spring Pop-Up Event at Douglass Park *(postponed)*

☐ Tuesday, 4/20: Bike Into Spring Pop-Up Event at Silverwood, Salt & Light, or Crestview Park *(postponed)*

~~☐ Saturday, 4/24: Celebrate Trails Day~~

☒ Sunday, 4/25: Circle Cycle/Illinois Enactus Bike-a-Thon, Illini Union, 12-3 pm

☐ Tuesday, 4/27: Bike Into Spring Pop-Up Event at Garden Hills Park *(postponed)*

# May

☒ Monday, 5/3 afternoon: Prepare and distribute Bike to School Day gifts and station materials at the MTD office, 1101 E. University Ave., Urbana (details TBD).

☒ Wednesday, May 5: Bike to School Day

☒ Attend Bike to School Day event(s), take photos at events, collect event photos from greeters, post event photos to C-U SRTS Project and Bike Month social media and website

☐ Pick up remaining gifts and materials from schools, depending on if schools want to return the materials or distribute them to other students who bike.

☐ Sunday, 5/9, 2:30-4:30 pm: Mother’s Day Northern Urbana Green Loop bike ride, Anita Purves Nature Center (postponed due to weather)

☒ Tuesday, 5/11, 9-10:30 am: C-U SRTS Project meeting

☒ Tuesday, 5/11, 10:30 am-12 noon: Bike Month Planning Team meeting

☐ Perform count of bikes at elementary school bike racks at Champaign-Urbana schools *(if in-person instruction is happening)*

~~☐ Playing It Safe Bike Rodeo preparation – gather materials, station instructions~~ *(canceled)*

~~☐ Saturday, 5/15: Playing It Safe bike rodeo at Leonhard Recreation Center~~ *(canceled)*

☒ Saturday, 5/15, 10 am-12 noon: Kickapoo Rail Trail Champaign County Cleanup Event, Urbana Walmart & St. Joseph’s Kolb Park

☒ Wednesday, 5/19, 7 pm: Ride of Silence, iHotel

☒ Saturday, 5/22, 2-4 pm: Southern Urbana Green Loop bike ride, Meadowbrook Park

☒ National Bike Month virtual events

# June

☐ Saturday, 6/5: National Trails Day

~~☐ Tuesday, 6/8, 9-10:30 am: C-U SRTS Project meeting~~ *(canceled)*

☐ Tuesday, 6/8, 10:30 am-12 noon: Bike Month Planning Team meeting

☐ Determine Bike Month 2021 Donation Purpose

☐ Update Bike Month 2021 sponsorship letter

☐ Wednesday, 6/30 deadline: determine Bike Month 2021 Theme

# July

### BFWD Planning Week 1 (7/6-9)

☐ Finalize Bike Month 2021 sponsorship letter with information on Theme.

☐ CCB distribute Bike Month 2021 sponsorship letter, other Planning Team members send potential sponsors to CCB

### BFWD Planning Week 2 (7/12-16)

☐ Tuesday, 7/13, 9-10:30 am: C-U SRTS Project meeting

☐ Tuesday, 7/13, 10:30 am-12 noon: Bike Month Planning Team meeting

☐ Update registration questions, send to Planning Team for editing and approval

☐ Update bus board artwork for Bike Month 2021. Request quote from MTD for running bus boards as decals.

### BFWD Planning Week 3 (7/19-23)

☐ Follow up with organizations who were contacted to be a Bike Month 2019 sponsor

☐ Request funds from CCB through Bike Month budget to fund bus boards

☐Friday, 7/23: Contact 2019 Bike to Work Day station managers to determine participation this year   
☐ Friday, 7/23: Planning Team deadline to determine how much fundraising money we have to spend on Bike Month, although funds can still be collected after this time

### BFWD Planning Week 4 (7/26-30)

☐ Reach out to people who may want to host a new Bike to Work Day and/or Bike to School Day station

☐Contact City of Champaign, City of Urbana, and University of Illinois requesting to add a newsletter article about Bike Month in the September editions of their e-newsletters

# August

### BFWD Planning Week 5 (8/2-6)

☐ Friday, 8/6 deadline: all new/returning Bike to Work Day station managers to confirm participation

### BFWD Planning Week 6 (8/9-13)

☐ Tuesday, 8/10, 9-10:30 am: C-U SRTS Project meeting

☐ Tuesday, 8/10, 10:30 am-12 noon: Bike Month Planning Team meeting

☐ Set up Facebook events for Bike to Work Day, Bike to School Day

☐ Prepare newsletter article for Champaign Insider e-newsletter, It’s All About U e-newsletter, and University of Illinois e-week.

### BFWD Planning Week 7 (8/16-20)

☐ Monday, 8/16: Target date to open Bike Month Registration to the public.

☐ Prepare newsletter article for Champaign Insider e-newsletter, It’s All About U e-newsletter, and University of Illinois e-week.

☐ Share these articles with Planning Team reps from these agencies to get posted.

### BFWD Planning Week 8 (8/23-27)

☐ Request funds from CCB through Bike Month budget to create and post Bike Month Facebook ads.

☐ Monday, 8/23: Planning Team deadline to finalize t-shirt design.

# September

### BFWD Planning Week 9 (8/30-9/3)

☐ Wednesday, 9/1: Champaign Insider and It’s All About U e-newsletters are released.

☐ Prepare static Bike Month announcement ads for CGTV and UPTV

☐ Contact WCIA about discussing Bike Month on The Morning Show or CI Living.

BFWD Planning Week 10 (9/7-10)

☐ Draft a messaging sheet to be used by station managers and volunteers at Bike to Work Day stations and media interviews, send to Planning Team for editing and approval.

☐ Wednesday, 9/8: Planning Team deadline to finalize t-shirt order.

BFWD Planning Week 11 (9/13-17)

☐ Tuesday, 9/14, 9-10:30 am: C-U SRTS Project meeting

☐ Tuesday, 9/14, 10:30 am-12 noon: Bike Month Planning Team meeting

☐ Update Bike Month press release

☐ Work with MTD Communications staff to prepare press release document for release.

BFWD Planning Week 12 (9/20-24)

☐ Monday, 9/20: Work with MTD Communications staff to release press release

☐ Tuesday, 9/21 afternoon, 2:30-4:30 pm: Prepare and distribute Bike from Work Day gifts and station materials at the MTD Training Facility, 1207 E. University Ave., Urbana (tentative – details TBD).

☐ Thursday, September 23: Bike from Work Day & Light the Night

☐ Attend Bike to Work Day event(s), take photos at events, collect event photos from station managers, post event photos to Bike Month social media and website, collect remaining gifts and materials from station managers.

☐ Saturday, 9/25: Bike Your Park Day

### BFWD Planning Week 13 (9/27-10/1)

☐ Thursday, September 30: Bike from Work Day Rain Date

# October

### Week 14 (10/4-8)

☐ Wednesday, October 6: Walk ‘n’ Roll to School Day

# Ongoing Tasks

☐ Determine Bike Month 2021 theme.

☐ Update website.

☐ Continue to update website as needed.

☐ Continue to update Bike Month Google Calendar of events as needed.

☐ Contact previous Bike to Work Day station managers asking if they would like to run a station again.

☐ Communicate with potential Bike to Work Day station managers asking if they would like to run a station.

☐ Follow up with organizations who were contacted to be a Bike Month 2019 sponsor.

☐ Update bus board for Bike Month 2021. Request quote from MTD for running bus boards.

☐ Request funds from CCB through Bike Month budget to fund bus boards.

☐ Set up Facebook events for Bike to Work Day, Bike to School Day

☐ Request funds from CCB through Bike Month budget to create and post Bike Month Facebook ads.

☐ Prepare static Bike Month announcement ads for CGTV and UPTV.

☐ Prepare newsletter article for Champaign Insider e-newsletter, It’s All About U e-newsletter, and University of Illinois e-week. Share these articles with Planning Team reps from these agencies to get posted.

☐ Update Bike Month press release. Work with MTD Communications staff to release press release.

☐ Draft a messaging sheet to be used by station managers and volunteers at Bike to Work Day stations and media interviews, send to Planning Team for editing and approval.

☐ Contact WCIA about discussing Bike Month on The Morning Show or CI Living.

☐ Prepare for April events in underrepresented communities:

☐Lierman Neighborhood Community Garden

☐Silverwood

☐Douglass Park

☐Garden Hills School/Park

☐Bristol Park