**Champaign County Bike to Work Day**

**Station Manager Reminders Schedule**

1. ~~Tuesday, Sept. 5~~
   1. ~~Send number of registrants~~
   2. ~~Remind station managers to secure their breakfast food~~
2. Wednesday, Sept. 6
   1. Connect BTWD volunteers to station managers by email
3. Thursday, Sept. 7
   1. Send number of registrants
   2. Finalize and distribute a messaging sheet to be used by BTWD station managers and volunteers at stations for media interviews and talking with participants
4. Monday, Sept. 11
   1. Print list of registrants for station managers to check off registrants during the event on Thursday morning
   2. Ask station managers to pick up their station materials
5. Tuesday, Sept. 12
   1. Ask station managers to designate a photographer for their station
6. Wednesday, Sept. 13
   1. Send final list of registrants and volunteers to Station Managers.
   2. Separate list of registrants who signed up after printing the list on Monday morning, and ask Station Managers to print or manually add these names to their registrant list.
   3. Station managers must check off all registrants during the event on Thursday morning.
7. Thursday, Sept. 14
   1. Collect event photos from station managers
   2. Collect remaining gifts and materials from station managers.
8. Thursday, Sept. 14 or Friday, Sept. 15
   1. Send the Bike to Work Day post-event survey to station managers no more than 24 hours after the event is over, to ask how this year’s process went, what they would like to see improved next year, and reminding them to send their pictures and return their boxes.