



Champaign County Bike to Work Day (BTWD) 2023
Pre-Event Information for Station Managers
21 July 2023

BTWD Event Info

- 13th Annual C-U Bike to Work Day
 - Thursday, September 14, 2023
 - Rain Date: Friday, September 15, 2023
 - 7 AM – 10 AM
 - 16 Welcome Stations
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- Part of 10th Annual C-U/Champaign County Bike Month
 - Light the Night happening on UIUC campus on Tuesday night, September 19

What you need to do between now & BTWD:

- Organize snacks & drinks
 - Let Gabe know if you have a refreshments sponsor
- Organize your materials
 - Tables, table covers, tent (if necessary)
 - Clipboards, pens, tape, paperweights
 - Trash bags/cans, recycling bins
 - Table tags if you have refreshment sponsor(s) (optional)
 - Masks (optional)
- Find volunteers
- Advertise your station! (once registration is open)
- Pick up giveaways & materials by Wednesday, September 13 (more details to come)



Between now and September 13,
the BTWD Team will give you:

- List of pre-registered participants
- Registration forms for day-of participants
- Yard/lawn signs
- Banners
- Maps
- Brochures
- Donation cans
- Volunteer talking points
- T-shirts (depending on sponsorship)

What you need to do ON BTWD:

- Set up between 6:30-7:00 am
- 7-10 am: At least one Station Manager and/or Volunteer must be present at the station the entire time
- Check in each cyclist:
 - Pre-registered: check their name off the list
 - Not registered: ask cyclist to complete short registration form
- Offer refreshments & materials to cyclists
- Take a few pictures at your station
 - Ask permission to take pictures of cyclists' faces
 - Pictures will be used on C-U Bike Month website and social media
- Enjoy the morning!

Closing your BTWD Station:

- Begin tear down at 10:00 am
- Send to Gabe (217-493-8800 or glewis@ccrpc.org):
 - Number of people who stopped by your station (total pre-registered and registered on-site)
 - Pictures
- Organizers will make arrangements to pick up remaining materials (donations, t-shirts, etc.)



BTWD Station Examples

Space

For bikes, refreshments,
registration, socializing...



Signs



Paper!



Lookin' Good



Questions?

- Gabe Lewis, CCRPC Planner
 - glewis@ccrpc.org
- Jeff Yockey, CCB Board
 - jeff@champaigncountybikes.org

