



**Champaign County Bike to Work Day (BTWD) 2024
Pre-Event Information for Station Managers
26 July 2024**

BTWD Event Info

- 14th Annual C-U Bike to Work Day
- Wednesday, September 18, 2024
 - Rain Date: Friday, September 20, 2024
- 7 AM – 10 AM
- 16 Welcome Stations

- Part of 11th Annual C-U/Champaign County Bike Month
 - Light the Night happening on UIUC campus on Thursday 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 Tuesday, September 17 (more details to come)



Between now and September 17,
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.)



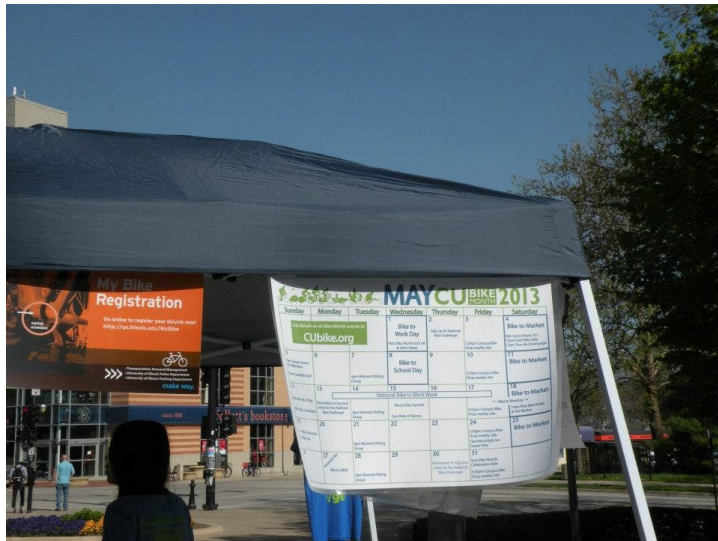
BTWD Station
Examples

Space

For bikes, refreshments,
registration, socializing...



Signs



Paper!



Lookin' Good



Questions?

- Gabe Lewis, CCRPC Planner
 - glewis@ccrpc.org
- Sarthak Prasad, UIUC Sustainable Transportation Assistant
 - sprasad9@illinois.edu

