



# Coordinator Checklist

## Before the visit:

- Provide BikeMobile with an exact count of the number of bikes parked on your bike racks (5-10 days before event).
- Promote the event using BikeMobile's flyer, newsletter, and announcement templates provided at [www.bike-mobile.org](http://www.bike-mobile.org).
- Let BikeMobile know how many people signed up so that they can adjust staffing accordingly (2-3 days before event).

## During the event:

- Assist with set-up and participant intake. Please let BikeMobile know if a staff member or volunteer will be available the entire time.

## After the visit:

- Provide BikeMobile with an exact count of the number of bikes parked at your bike racks within a week of the event.
- Provide BikeMobile with feedback on the event.

**Contact:** [bikemobile@alamedacountysr2s.org](mailto:bikemobile@alamedacountysr2s.org) | (510) 788-6883 | [bike-mobile.org](http://bike-mobile.org)