Checklist

February 18–March 2:
Use Spring Transportation Coordinator Kit
☐ Use the Valley Bike Month poster and contests flyer to freshen bulletin boards and place in high-traffic areas.
☐ Distribute event flyers to employees.
☐ Start planning ways to promote Valley Bike Month and get employees involved. Consider scheduling a bike to work event, lunch and learn or other activity.
☐ Prepare promotional materials and email communications to encourage participation. Visit here to learn more. Contact your Commute Solutions coordinator for ideas and Valley Bike Month t-shirts.

February 18–March 15:
Learn More about Valley Bike Month and Bicycling
☐ Attend the February 27 Valley Bike Month webinar.
☐ Order and distribute bike maps, brochures and more here.
☐ Encourage employees to visit ShareTheRide.com to take the Valley Bike Month pledge from March 1-31.
☐ Encourage employees to register at ShareTheRide.com and participate in the Team Challenge and monthly contests.
☐ Encourage employees to create a Valley Bike Month Team Challenge team at ShareTheRide.com by March 22 (members must join by March 31).
☐ Look for details in the weekly Commute Solutions Update e-newsletter and visit here to learn more.

(continued on back page)
March 18–31:
Final Planning and Employee Reminders
☐ Share articles promoting Valley Bike Month activities from weekly Commute Solutions e-newsletters with employees.
☐ Remind employees to create their Valley Bike Month Team Challenge team.
☐ Remind employees to join a Challenge team.
☐ Ask employees to ride their bikes during Valley Bike Month.
☐ Ask employees to use the cost calculator at ShareTheRide.com to determine savings when they use alternative transportation modes.

April 1–30:
Valley Bike Month
☐ Remind employees to ride their bike by promoting the key benefits of bicycling: improve health, save money, win prizes and reduce stress, congestion and pollution.
☐ Encourage employees to track trips daily and enter contests at ShareTheRide.com.
☐ Visit the ShareTheRide.com Commuter Challenge page to monitor progress.

Early May:
Follow Up
☐ Thank employees for their efforts and select internal contest winners.
☐ View and share results of the Valley Bike Month pledge, monthly contests and Team Challenge at ShareTheRide.com.