



Use this checklist to help you prepare for holding a Bicycle Skills 123 Youth course or a bike rodeo.

\_\_\_\_\_ Find a location.

- You need a large, relatively flat, paved surface with ample room for administrative and activity stations. Parking lots work well. Remember to consider room for parking cars!
- Consider locations that allow for getting out of the sun/weather, or plan to provide some sort of shelter with a portable canopy.
- Consider sites with access to bathroom facilities, or consider renting a portable toilet.
- Acquire/secure permission for the site you've chosen.

\_\_\_\_\_ Seek out groups in your area or municipality that may have offered bicycle safety programs or rodeos in the past. Consider collaborating with one of them or at least exchanging ideas.

\_\_\_\_\_ Spend some quality time with your Bicycling Skills 123 Youth Instructor Manual. As you read, make a supply list, and take some notes. This manual is full of valuable information for instructors.

\_\_\_\_\_ Contact the League of American Bicyclists (LAB) to search for an LCI (League Cycling Instructor) in your area. LCIs are cycling experts who are licensed in order to help people learn about safe bicycling practices. A local LCI can be a great resource for ideas and help!

To search, visit <http://www.bikeleague.org>.

- Under the "Programs" menu, click "Bike Education."
- From the list at right, choose "Courses or Instructors by State."
- Search (by state) for "Instructors (LCIs)"
- Narrow your search to find one of Pennsylvania's more than 65 LCIs in your area.

\_\_\_\_\_ Acquire sponsors or partners.

- Talk with local bicycle shop owners about joining you in providing bicycle safety training in your area. Bicycle shops are always looking for ways to acquire new customers. Some bicycle shops will be happy to provide you with a bike mechanic for your event or even give away water bottles and helmets for participants.
- Decide on how best to round up some adult volunteers to help with your event. Involving the parents of participants can work well.

\_\_\_\_\_ Choose a date (and a rain date!).

- This could be the first thing you consider or the last; it depends on the events calendar for your area, the availability of the site you've chosen, and the availability of people you've lined up to help you.

\_\_\_\_\_ Advertise your event.

- Post flyers; start a Facebook page; contact local radio stations, newspapers, schools, bike shops, and local police.

***Contact the SRTS Resource Center for assistance and/or additional resources on bicycle education.***