

ULLR BICYCLE RIDES – EVENT CHAIR CHECKLIST

09/15/2021

1. Pick a date, starting time and place, route, and additional activity if applicable (lunch, potluck, etc.)
2. Have the date approved by the ULLR Summer VP and Biking Coordinator
3. Prepare a flyer for the ULLR website. Include event name, event date, meeting time, start time, starting location and directions, number of round-trip miles, optional additional miles or slower rider leader, meeting place for meal if applicable, your name and phone numbers. If you have an alternative raincheck date for your ride, include that on the flyer. All flyers must state: "HELMETS REQUIRED".
4. Send your flyer to the ULLR Summer VP and the Biking Coordinator by email. If changes need to be made, you will be notified. If approved, the Summer VP or the Bicycling Coordinator will send the flyer to the ULLR Webmaster for posting. Do not send your flyer directly to the Webmaster.
5. On the day of the ride, bring a "Waiver & Sign-Up List" UC023 Form and a pen.
The UC024 Form is available at:
<http://ullr.org/Forms/UC023-EventWaiverSignupForm.pdf>.
Ask riders who are non-members, or current members who have not previously completed this form, to provide emergency information and to sign the waiver.
6. If you need to cancel your ride, notify the Bike Coordinator and the Summer VP or Webmaster.