

## **What does it take to become a Worksite Coordinator?**

Worksite coordinators are central for the success of the Bike to Work Day. The idea is to spread the word about the fun of bicycle commuting and assist new commuters with their first steps. You know as well as we do, once your co-workers discover bicycle commuting, they will be hooked, and you will have helped to change their life for ever. It's just that one first step...

Below we describe how you as a worksite coordinator can help with that one first step, and how Bike to Work Day will assist you with your task.

### **Publicize Bike to Work Day at your Worksite**

- Hang fliers and posters
- Run articles in your company newsletter or company-wide e-mail

### **Educate and prepare workmates for bicycle commuting**

- Provide information on or schedule workshops and seminars on bicycling
- Provide information on bike tune-ups (either how to or where to)
- Offer route planning assistance
- Provide information for your specific site (parking, clothing storage, where to freshen up, etc.)
- Set up a bike buddy program

### **Register workmates for Bike to Work Day**

- Decide when and where you will register people for Bike to Work Day. At your desk or a table in the lobby from 7-9am, Monday through Friday? This depends on your hours and type of business. Don't forget to put this info on your fliers and other promotional items!

The Fox Cities Greenways will provide any brochure information that a coordinator will need. This can be obtained by contacting Tom Walsh at 830-6325 or [tom.walsh@omni.com](mailto:tom.walsh@omni.com).