

Checklist for Bikathons and Walkathons

Checklist for the Municipality

- YES NO If approached by an individual: Do they have a genuine link to the cause?
- YES NO Has the individual filled out an Event Approval form and license agreement?
- YES NO Has the organization obtained the proper permits (i.e. a special events permit and policy)?
- YES NO Do they have the proper event insurance?
- YES NO If there is alcohol do they have the proper license?
- YES NO Do you have a copy of the proposed course?
- YES NO Have you had an experienced biker or runner check over the course?
- YES NO If the course is in a busy area have you put the proper precautions in place?
- YES NO Have authorities been contacted to close or barricade necessary roads and direct traffic?
- YES NO Have you done a check of the road to make sure it is safe and clean before the event?
- YES NO Have you done a check of the road after the event to make sure everything is the same as before?

Checklist for the Organizer

- YES NO Have you obtained the proper permits (i.e. a special events permit and policy)?
- YES NO Do you have approval and authorization from the organization?
- YES NO Do you have the proper event insurance?
- YES NO Have you considered having the event in an enclosed area such as a school track?
- YES NO Have you made sure the route you picked avoids busy roads and sticks to calmer areas?
- YES NO Have you talked to your local running or biking clubs to know which roads are best?
- YES NO Have you considered having more than one route based on age and skill level?
- YES NO Have you announced the road closure well in advance?
- YES NO Have you put up signs announcing the bikeathon or walkathon, describing the route and the time and day that participants will be passing through?
- YES NO Have you considered contacting local authorities to close or barricade the busiest areas of the route?
- YES NO Have you prepared maps of the route to hand out to every participant the day of?

- YES NO Have you considered using a cone service to clearly mark the route?
- YES NO Has everyone signed a waiver?
- YES NO Have you made sure to include a media clause on the waiver if the event is publicized?
- YES NO Have you provided each participant with an information package including a number or pinny to wear or carry?
- YES NO For a bikeathon have you made sure that each participant is using proper safety equipment?
- YES NO Have you considered asking your local bike club to set up a station to inspect bikes and provide minor repairs?
- YES NO Have you inspected the routes before the event?
- YES NO If children are participating have you clearly stated that under a certain age they must be accompanied by an adult to ensure their safety?
- YES NO Have you considered staggered start times based on age and skill?
- YES NO Have you assigned someone as a 'lead'?
- YES NO Have you assigned someone to trail the group?
- YES NO Is the route marked well with signs and arrows?
- YES NO Are event marshals at tricky or confusing spots on the route to direct everyone?
- YES NO Have you put rest stations along the route?
- YES NO Have all your volunteers received proper training?
- YES NO Have all volunteers been assigned a specific task that they can do safely?
- YES NO Have the volunteers been supplied with the proper safety gear?

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