

Checklist for Bikathons and Walkathons

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| YES | NO | 1. Have you obtained the proper permits (i.e. a special events permit and policy)? |
| YES | NO | 2. Do you have approval and authorization from the organization? |
| YES | NO | 3. Do you have the proper event insurance? |
| YES | NO | 4. Have you considered having the event in an enclosed area such as a school track? |
| YES | NO | 5. Have you made sure the route you picked avoids busy roads and sticks to calmer areas? |
| YES | NO | 6. Have you talked to your local running or biking clubs to know which roads are best? |
| YES | NO | 7. Have you considered having more than one route based on age and skill level? |
| YES | NO | 8. Have you announced the road closure well in advance? |
| YES | NO | 9. Have you put up signs announcing the bikathon or walkathon, describing the route and the time and day that participants will be passing through? |
| YES | NO | 10. Have you considered contacting local authorities to close or barricade the busiest areas of the route? |
| YES | NO | 11. Have you prepared maps of the route to hand out to every participant the day of? |
| YES | NO | 12. Have you considered using a cone service to clearly mark the route? |
| YES | NO | 13. Has everyone signed a waiver? |
| YES | NO | 14. Have you made sure to include a media clause on the waiver if the event is publicized? |
| YES | NO | 15. Have you provided each participant with an information package including a number or pinny to wear or carry? |
| YES | NO | 16. For a bikathon have you made sure that each participant is using proper safety equipment? |
| YES | NO | 17. Have you considered asking your local bike club to set up a station to inspect bikes and provide minor repairs? |
| YES | NO | 18. Have you inspected the routes before the event? |
| YES | NO | 19. 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 | 20. Have you considered staggered start times based on age and skill? |
| YES | NO | 21. Have you assigned someone as a 'lead'? |
| YES | NO | 22. Have you assigned someone to trail the group? |
| YES | NO | 23. Is the route marked well with signs and arrows? |
| YES | NO | 24. Are event marshals at tricky or confusing spots on the route to direct everyone? |
| YES | NO | 25. Have you put rest stations along the route? |
| YES | NO | 26. Have all your volunteers received proper training? |
| YES | NO | 27. Have all volunteers been assigned a specific task that they can do safely? |
| YES | NO | 28. Have the volunteers been supplied with the proper safety gear? |

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