

# Bike/Walk-A-Thon – Supplies Checklist

## **Organizational Supplies**

- Waiver/Registration Sheets on clipboards
- Copies of checklist with names and phone numbers of all key people
- Copy of event plan or timeline for key people
- Name tags for volunteers
- 1 box pens
- Scissors
- Binder clips, paper clips, rubber bands
- Plastic or duct tape
- Loudspeaker or bullhorn
- Tables and chairs
- Trash Containers
- Snacks, drinks, and prizes
- Ice chest
- Hand wipes/sanitizer
- First Aid Kit

## **Equipment**

- Table if you anticipate providing a lot of repairs
- Bicycle pump
- Tire patch kits (tire tools, patches, glue, etc.)
- Metric allen wrenches in 4, 5, and 6mm
- Phillips and flat head screwdrivers
- Adjustable wrench or metric wrench set
- Someone who knows how to use it all

## **Signs**

- Registration/Information/First Aid
- Bike Ride Start sign
  - Walk Start sign
  - Donations/Pledges table sign

