

Rodeo Team Leader Checklist

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Step 1: Location

- Need a minimum 200' x 150' for all the stations.
- Parking for ____ available (count possible spaces in area)
- Porta potties needed for a three-hour event, if no flush toilets are available
- Permission to use the location and parking
Contact _____ Cell phone _____
- Contact law enforcement. Discuss your route plans. If police are needed, make necessary arrangements.

Step 2 : Involve Partners

- Contact the various groups on the list to let them know about the event and enlist their support.
- Announce the event to your community. Get the word out as soon as you have received permission for the location and date.
- Solicit donations of healthy treats and/or giveaways from local businesses. Ask early, ask often. See sample donation request letter.
- Coordinate Station volunteers – numbers based on having approximately 200 participants.
 - **Main Station – Registration, Questions and Emergency, Awards**
 - Team Leader _____
 - Nurse/EMS _____
 - Volunteer _____
 - Volunteer _____
 - **Snacks, Drinks, and Water**
 - Volunteer _____
 - Volunteer _____
 - **Learn the Bike/Walk Safety Rules Game**
 - Law Leader _____
 - Volunteer _____
 - **Helmet Fitting – Pick one leader who can teach volunteers how to do it**
 - Helmet Fitting Expert _____
 - Volunteer _____
 - Volunteer _____
 - **Basic bike inspection – airs tires, adjust seats and does Vehicle Safety Checklist**
 - Basic bike inspection leader _____
 - Volunteer _____
 - Volunteer _____

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- **Advanced Bike Preparation – manned by expert mechanic with tools**
 - Mechanic _____
 - Mechanic _____

- **Skills Courses**
 - Course Leader – Sets up courses and instructs volunteers _____
 - Course Leader Assistant _____

- **Turtle Race Course**
 - Volunteer _____

- **Bicycle Skills Course**
 - Volunteer _____
 - Volunteer _____
 - Volunteer _____

- **Bicycle Decision Course**
 - Volunteer _____
 - Volunteer _____
 - Volunteer _____
 - Volunteer _____

- **Neighborhood Roll**
 - Ride Leader _____
 - Volunteer middle monitor

 - Volunteer rear

 - Volunteer rear

- **Neighborhood Walk**
 - Walk Leader

 - Volunteer middle

 - Volunteer rear

 - Volunteer rear



Handouts & Materials

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Step 3. Promote the Event — Part 1

- Contact the media. Learn deadlines for submission. Typically radio and TV public service announcements and calendar listings must be submitted four weeks in advance. Radio, TV, and print news stories must be submitted one or two weeks in advance. See sample PSA's and press releases (pp. 31–33).
- Invite local officials, law enforcement, emergency responders, dignitaries, and celebrities. Contact them two or three weeks in advance. Leaders should be involved in their communities. Encourage them to participate.
- Print and distribute traffic safety information, event flyers and posters at least two weeks before the event.
- Submit newsletter article to school or to target audience for publication two to four weeks before the event.
- If at a school, request info to be included in the daily loudspeaker announcement the week of the event (p. 99).

Step 4. Promote the Event — Part 2

- Print handouts for event well in advance. Remember to bring paper weights to the event in case it's a windy day.
- If at a school, send home the backpack mail flyer with safety information, inviting parents and children.
- Make sure you have enough tables for the event.
- Trash containers — make sure you have enough for the event.

Step 5. Promote the Event — Part 3

- If at school, make loudspeaker announcements that week (p. 99).
- Do an inventory. See supplies checklist.

Step 6. Event Day!

- Set up event two hours before event starts.
- Have leaders instruct their volunteers.
- Welcome guests.
- Enjoy the Day!

Handouts &
Materials

