



Bike to Work Week May 9 – 15, 2005

Team Captain's Checklist

Use the checklist to assist in organizing your team.
These points are suggestions only.

Activity	Date Done	yes	no	n/a	Comments
Obtain Corporate approval to participate in Bike to Work Week					It is not essential to obtain approval but it may be helpful.
Register as a Team Captain					Tel: 905-688-8248 ext 7344 or fax form to 905-688-7024
Register for the April 1, 2005 launch prior to March 28, 2005					
Pre-register for a Team Captain's Orientation Session. Held at Regional Municipal Offices. These sessions are optional.					April 1: 9:30 am – 10:30 am Committee Room 4 Mar. 29: 7:00 pm – 8:00 pm Committee Room 2 April 11: 5:30 pm – 6:30 PM Committee Room 2 Tel: 905-688-8248 ext 7422 (note extension #)
Post the 'Like to Bike?' cycling education and Bike to Work Week flyers					
Order Bike to Work Week print resources					Use Order form or telephone 905-688-8248 ext 7344
'Talk it up' to colleagues					
Arrange for refreshments					
Secure workplace prizes					Remember that there are many Regional prizes already but you may want to conduct a local draw for your workplace.
Photocopy ballot template provided					See www.rnbc.info if another ballot template is required
Purchase Bike to Work Week T-shirt from Heart Niagara, Allied Health Building 5673 North St., Niagara Falls Tel: 905-358-5552					T-shirts will also be sold at the launch on April 1, at the Team Captains' Orientation sessions on March 29, April 1 & April 11 and at the 'Like to Bike?' education sessions.
Workplace advertisement – write an article for the newsletter					