



Valley Metro's Be Bright Program offers bike rodeo supplies and equipment at no charge to organizations or schools hosting events in Maricopa County. Bike rodeos teach real-world bicycle safety skills in a fun and safe atmosphere. They can be included as part of a larger school or community event. Use this checklist to plan for a fun and rewarding event!

#### **Recommended Props for the Bike Rodeo**

- ★ Vehicle to haul large items
- ★ 10 large rolls of white duct tape for corridor and Bike Station boundaries.  
These can be purchased at a home improvement store.
- ★ Large cooler for ice and water with cups for bike rodeo participants
- ★ Garbage cans and trash bags
- ★ 6- or 8-foot tables and 10 folding chairs for registration and vendors.  
This number will vary to fit your needs. Tables and chairs can be rented from a party rental store.
- ★ Pennant banners can be used to connect traffic delineators, to mark the outer boundary of the bike rodeo and to efficiently guide traffic.

#### **Props Available for Check-Out from Valley Metro**

- ★ Pennant banners (up to 300 ft. of red, white and blue)
- ★ Traffic delineators with 12 lb. bases (up to 25)
- ★ 8 ft. bike rodeo banner (two available)
- ★ Sponge bin (for Station 5: Road Risks)

**Be BRIGHT**

Be Bright is a regional bicycle and pedestrian safety education program funded by the Arizona Department of Transportation and Valley Metro.

602.262.RIDE (7433)  
[bebright.valleymetro.org](http://bebright.valleymetro.org)



For more information, please contact Chelsea Erickson at **602.523.6073** or [cerickson@valleymetro.org](mailto:cerickson@valleymetro.org)



# Checklist

## Six Weeks Before the Rodeo

- ❑ Request a bike rodeo kit from Valley Metro using the Valley Metro [Be Bright Bike Rodeo Request Form](#).

## Four Weeks Before the Rodeo

- ❑ Find at least four people to help with the bike rodeo and divide tasks (design layout, train station volunteers, registration, rewards, publicity and post-event clean-up).
- ❑ Select a date that works for participants.
- ❑ Open the Valley Metro Be Bright Bike Rodeo kit. Examine the bike rodeo DVD, props, CD and portfolio folders for sample handouts and forms.
- ❑ Watch the bike rodeo DVD and follow along with the bike rodeo guidebook. Ensure you understand the event and call Valley Metro Be Bright staff with questions.
- ❑ Select a location. Measure the entire area to ensure the space is large enough for the bike rodeo stations. Confirm that the area is not booked with another group for the day and time of the bike rodeo. Confirm if there are any rules for using the area, such as access restrictions.
- ❑ Develop lists of potential volunteers (i.e. students, parents, Boy Scouts, Girls Scouts), potential vendors for booths and participants (i.e. school, club, organization). Confirm if a local bicycle shop or bicycle club can help check condition of bikes to ensure they are safe for participants to ride during the event.
- ❑ Contact potential volunteers, vendors and participants. Obtain phone numbers and emails.
- ❑ Email/distribute bike rodeo invitations and event information to all involved.
- ❑ Create sign-up lists with specific job duties and time commitments.

- ❑ Ask all volunteers, vendors and participants to confirm their participation by phone or email.
- ❑ Create a bike rodeo contact list with phone numbers and email addresses.
- ❑ Publicize the event. Create a flyer and email to all volunteers, vendors and participants. Ask those involved to share event information with others.

## Two Weeks Before the Rodeo

- ❑ Create an 11" x 17" site map using Google Earth or other software.
- ❑ Use the bike rodeo measurements on page four of the bike rodeo guidebook and lay out the five stations in the bike rodeo location. It may be necessary to adjust station spacing and distance to fit into the bike rodeo location. However, be sure that safety lessons can still be taught as recommended in the bike rodeo guidebook.
- ❑ Include vendors and other booths, if applicable, on the layout.
- ❑ Include an area for registration and recognition of prize winners, if applicable, on the layout.
- ❑ Contact all volunteers with their assignment. Be sure that all volunteers know the time and location of the bike rodeo. To ensure success of the event, each volunteer must commit to and understand their assignment. Be sure that volunteers are provided all materials for their station, including the flow chart on page three of the bike rodeo guidebook.
- ❑ Ask each volunteer to confirm they have received their event information and ask for a confirmation email.
- ❑ Notify Valley Metro with final event details.

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# ★ Checklist ★

## One Week Before the Rodeo

- Copy evaluation forms, bike condition forms and parent permission forms for the bike rodeo.
- Check and double-check to ensure you have all supplies needed for the bike rodeo.

## Two Days Before the Rodeo

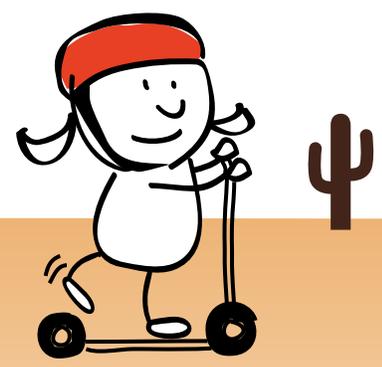
- Pick up the delivery vehicle.
- Go to the home improvement store for duct tape and measuring tape.
- Pick up the cooler, water and cups.
- Pick up tables and chairs, or have them delivered to the site the day of the bike rodeo.
- Pick up all borrowed equipment from Valley Metro, such as pennant banners, traffic delineators or bike rodeo banners.
- Rope off the bike rodeo area at the event location, if possible.

## Day of the Rodeo

- Load truck with all materials; unload truck at event site.
- Set up traffic delineators to create the outer boundary of the bike rodeo.
- Leave an opening in the bike rodeo boundary for the start of the bike rodeo course. String up pennant banners, if applicable.
- Measure and mark with tape the bike rodeo course starting point, corridors and five stations within the bike rodeo boundary.
- Set up traffic delineators at the starting points, corridors and stations.
- Hang the bike rodeo signs.
- Set up tables and chairs. Create a registration table.
- Set up vendor area. Hang or place vendor signs.
- Place the cooler for water and display cups.
- After the event, clean all rodeo supplies. Pull up tape.

## Post-Rodeo

- Return borrowed items to Valley Metro.
- Thank event assistants, volunteers and participants.



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