

# Bicycle Event Information

Name of event

Event sponsor or organizer

Date of event and start time(s)

Estimated number of participants

Brief description of event

## **Attach map showing route and rest stops**

List cities, villages and towns on the route and, if possible, indicate approximate times the majority of riders will pass through each city, village or town

Describe how and when the route will be marked

Describe how and when residents on the route will be notified of the event

Identify locations on the route where special safety measures (such as traffic control) will be needed, describe the measures and explain how the safety measures will be provided

Identify any services that will be requested of any county, city, village or town

For information concerning this specific event, contact:

The Bicycle Federation of Wisconsin is a great source of information on bicycling in general:

Bicycle Federation of Wisconsin  
106 E. Doty St., Suite 400/P.O. Box 1224  
Madison, WI 53701-1224  
(608) 251-4456  
[www.bfw.org](http://www.bfw.org)

Describe or attach copies of information that will be provided to riders before or at the beginning of the event regarding safety and “good citizenship” instructions

Describe rider support and/or safety services (i.e., sag support, marshals, emergency services) that will be available during the ride

Identify insurance coverage that will be applicable to the event; if available, provide a copy of certificate of insurance

Identify opportunities for community involvement in event (hosting rest stops, placing information in rider packets, etc.)

Describe post-ride activities, such as measures to assure that the route, including rest stop areas, has been patrolled and cleaned and how suggestions or complaints will be addressed

Other information regarding event

Identify one person, including cell phone number, who may be contacted on the day of and during the event