

# THE ELLIPTIGO DAY GAME PLAN

## A Checklist to Help Keep You On Track

<b>CONGRATULATIONS!! YOUR ELLIPTIGO DAY IS APPROVED!</b>	
<input type="checkbox"/>	Receive an e-mail from the GERC Events Committee approving your ElliptiGO Day event.
<input type="checkbox"/>	Provide additional requested information for the registration page, if any. (e.g. photo, route link, local restaurant link for social gathering)
<input type="checkbox"/>	After the link for the registration page is provided via email, please review the event details carefully and reply with corrections or changes, if any.
<input type="checkbox"/>	Register for your ElliptiGO Day! As the local organizer, you should be the first to sign up!
<input type="checkbox"/>	When the Google Sheet is shared via an email link, please accept and open the link. (This is where you'll see registered participants' information, including email addresses)
<b>SPREAD THE WORD &amp; PROMOTE</b> <i>(*Goal is 10 or more registered participants)</i>	
<input type="checkbox"/>	As the local organizer, you're in charge of promoting your event so spread the word!
<input type="checkbox"/>	Post weekly or bi-weekly announcements about the event on the ElliptiGO community Facebook page and, if applicable, post on the local Facebook group page (e.g. ElliptiGO Florida, ElliptiGO Riders of Orange County, etc). <i>(include the event link provided)</i>
<input type="checkbox"/>	If you're part of a local group ride, let the local riders know of your upcoming ElliptiGO Day.
<input type="checkbox"/>	Send out an email about the event to your local contacts.
<input type="checkbox"/>	Utilize social media to create more interest. (Instagram, Twitter, Facebook)
<input type="checkbox"/>	Inform your ElliptiGO mechanic and local bike shop, if applicable.
<input type="checkbox"/>	Regularly check the list of participants, remembering your goal is 10 or more registered participants.
<b>TWO WEEKS PRIOR TO YOUR ELLIPTIGO DAY</b>	
<input type="checkbox"/>	The GERC Events Committee will check in to see how things are GOing
<input type="checkbox"/>	Send an email to the registered participants a couple of weeks before the event. People who signed up early may need a reminder.

<b>ONE WEEK PRIOR TO YOUR ELLIPTIGO DAY</b>	
<input type="checkbox"/>	Identify a Lead and Sweep for each distance you are planning to ride and touch base with anyone that will be helping you on the day of the event.
<input type="checkbox"/>	Check in with the local restaurant for your post ride meal to remind them of your group's gathering, if necessary.
<input type="checkbox"/>	Send a reminder email to the registered participants to let them know you are looking forward to the event and share your mobile number. Ask them to let you know if they've had a change of plans and cannot attend.
<b>THE DAY BEFORE YOUR ELLIPTIGO DAY</b>	
<input type="checkbox"/>	Email or text your event helpers and ask them to arrive a few minutes early so you can get organized before the others arrive.
<input type="checkbox"/>	Review your route(s), event agenda, list of registered participants, etc.
<input type="checkbox"/>	Make sure your ElliptiGO is ready to ride.
<input type="checkbox"/>	Gather together a few items to have on hand for yourself and to share with others: tire pump, tube(s), tool kit, sunscreen, hand sanitizer, cooler with water, etc.
<b>ELLIPTIGO DAY!</b>	
<input type="checkbox"/>	Introduce yourself and welcome participants as they arrive.
<input type="checkbox"/>	Check that all preregistered participants have arrived.
<input type="checkbox"/>	Drop-ins, if any, should register and sign their liability waiver by visiting the event registration page from their phone <i>PRIOR</i> to joining the ride.
<input type="checkbox"/>	Make sure the Lead(s), Sweep(s) and helpers have traded mobile numbers with you so you can communicate as needed.
<input type="checkbox"/>	Anticipate more stops than you might make when riding solo (photo ops, bathroom stops, letting people catch up, etc.)
<input type="checkbox"/>	Suggest a buddy system for newer riders so no one is left behind or on their own.
<input type="checkbox"/>	Make sure your riders have aired up their tires, have a helmet on and have water before you set off.