

Event guide

This event guide has been created to enable others to set up similar projects, either in Liverpool itself or adapted for other cities. It demonstrates the kind of plan and equipment needed on the day of an event.

Tri-Freedom was set up to challenge participants on how to achieve a journey without using a car by using sustainable travel, starting with a walk, then public transport and finished with a bike ride.

Walk | Train | Cycle 10 miles

Date:

Time	Activity
10am	Set up at Stanley Park (our starting point) Table & Registration
11am – 12 noon	Start walk from Stanley Park to Sandhills Station (1.5 miles) Have groups of four set off to Sandhills station Postcode for Stanley Park: L4 OTD
	Train to Moorfield station (one stop) Walk ¼ mile to Mann Island (pier head) to collect a bike
	Bike ride – from the Pier head along Otterspool prom to the Britannia pub (5 miles). Vans to deliver bikes? Or lend from City Bikes? Gazebo set up outside Mann Island
	The riders will finish at the pub and bikes returned to the van. If City Bikes are used riders can ride them back if they want to or dock them at the Britannia pub.

Equipment needed for the day

Stanley Park (start)	Pier Head (Mann Island) (changeover)	Britannia Pub (end)
2 x Tables	Gazebo	Goody bags- contents
Bike cloths	Tool box, Pump	Medals
Registration forms	Another vinyl banner + zip ties	Spot prizes
Vinyl banner & zip ties	Van	
C/F leaflets	Bikes	
On-the-day pack: route, quiz?	Helmets	
Water bottles?	High Viz for staff	
Van		
2 staff		

Other considerations

- Saveaways need to be ordered
- Leaflets need to be distributed

- Trike and bikes need to be serviced a few days before
- Route can be ridden the day before to make sure nothing has changed.
- Arrange the use of the City Bikes
- Chris to ride with Kenny on the trike and to be available as a mechanic on the day (Chris to have the Choose Freedom mobile)

How many members of staff/volunteers will you need?

2 staff at Stanley Park (start point)

1 staff at Sandhills station (first changeover)

1 staff at Mann Island (second changeover)

4 ride leaders at Mann Island to help with bikes and ride along the route with riders (first ride leaders to ride back from the Britannia to help other riders along the route)

1 staff to meet and greet at the Britannia pub (end point) and be the main contact.

Riders to have a Choose Freedom card and to collect stamps along the route (3 stamps) cards to be arranged with the Britannia pub for refreshments.

Promoting the event

Website/Facebook/Twitter mentions + Travelwise

Contact press for media interest

Send out to all CF beneficiaries + contacts



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