

# Tri-Freedom event – Staff briefing

## Each staff member to have

- BikeRight! Tri-Freedom shirt
- Hi-vis jacket
- Helmet
- Saveaway for train journey if needed
- ID badge
- Maps

## Central folder

- Insurance details
- Petty cash
- Risk assessment
- Contact numbers
- Maps

## Prizes

**1st male and female**  
Liverpool One voucher

**Last male and female**  
Tea at Isla Gladstone

**First team**  
Liverpool 1 card 10 each

**Quiz winner**  
£10 High Street Voucher

**Team name**  
£10 High Street Voucher

**Spot prizes**  
Mini toolkits  
Slappits and Tri-Freedom t-shirts

## Timings

**9am**  
Staff briefing

**9.30**  
Load vans 2 vans one to Britannia pub other to Mann Island

**10am**  
Alex and Jayne Lawless set up at Stanley Park

**11 – 12**  
Registration for event

- Sign in sheets, maps, quiz + pen, water
- Phone Jules with numbers

**11- 12.30**  
Station with Saveaways – One person

**10.00**  
– Go to Mann Island – Juliet. Chris, Jenny and Noreen  
– Pre-ride dynamic risk assessment

**12.00**  
Pack up at Stanley Park.

**12.00**  
– 2 People arrive, sign in, and get bike and helmet  
– Ride the route with them – Noreen, Chris. Jules. Jenny onwards – refreshments

## Prizes

**Photos** – send to press contacts

**2.00**  
Finish

 Walking	 Train	 Cycling
1.5 mile walk from BNENC, Breckfield Road North to Sandhills Station	A quick train ride from Sandhills Station to Waterloo station	4 mile circular ride from Crosby Lake-side Activity Centre
	Travel passes	Bikes and helmets provided