

## 2018 CHARITY BIKE RIDE

1. Work with Lee at State Street Bicycles in Commerce to coordinate the event.
  - Set Ride Date.
  - Maintain contact with Lee to keep him informed of the progress.
  - Secure SAG driver.
  
2. Publicity and Advertising.
  - Work with Ron Hawley to determine levels of sponsorships.
  - Work with Janet Creel to design flyer, entry form, outlets for securing riders, payment options.
  - Tee Shirts.
  - Signage and Banner.
  
3. Determine bike route(s), mark route(s) the week of the race.
  - Volunteer will be responsible for getting at least 2 other people to assist.
  
4. Food for the day of the race.
  - Breakfast for riders, refreshments at the rest stops on the route, lunch after ride will be located on sidewalk outside State Street Bicycles.
  
5. Coordinate with Commerce Police Department, Jackson County Sheriff's Department (Sheriff Janis Mangum) and Banks County Sheriff's Department (Sheriff Carlton Speed).
  
6. Organize volunteers for the day of the ride.
  - At rest stops
  - Parking in Commerce
  - Food Set-up
  - Registration the day of event