

## **Bike Valet Basics**

Take a number out of the bin, rip the lower portion the ticket off and give it to the cyclist. Attach the matching number to the bike: with a loop or elastic you can attach it to the handlebar. Try to use tags in chrono order so we can get a rough count of how many bikes were checked during the event.

Remind them that bike valet closes at noon so they must retrieve their bike prior to that time. Always tell them to pick up by 11:45pm, allows for 15 minute window before shutting down.

When they come back, collect their ticket, locate their bike and give them their bike.

You will get very busy so it may be a good idea to divide half the team to check bikes and the other half to retrieve. Re-balance as your crowd dictates. It may also be a good idea to try to implement some sort of system so locating the bikes later in the morning is easier. For example: do 1-500 on the left and 501-1000 on the right side of the valet area. Or another similar

Dispose of used tags in the trash.

When you've finished parking bikes, approximate unused tags to see how many bikes you parked. This may seem tedious, but it is important information for seeking funding or selling this service to other organizations.

NOTE: You must have more tags than you will need, if you have to reuse tags, it becomes hard to keep track of and will throw off the final count.

NOTE: It is also very helpful to have separate types of storage for used and unused tags, when things get crazy it helps with less error by a flustered volunteer.

