

Bike to Work Day Station Host Toolkit



Contact Information

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2025 Packet Pickup

Monday, February 10, 3-6 p.m.: Details to be communicated with Hosts prior to Packet Pick Up. Only one person per station is required to attend this drop-in style event.

Other Important 2024/2025 Dates

Friday, November 14: Call for Station Hosts released.

Friday, January 17: Call for Station Hosts closes at 5:00 p.m.

Friday, January 24: Station Hosts notified of finalized location.

Friday, February 14: Winter Bike to Work Day from 7:00 a.m. to 9:30 a.m. or 3:30 p.m. -5:30 p.m. for Afternoon Stations

About Bike to Work Day

2025 will mark the 37th annual Bike to Work (or Wherever) Day in Fort Collins, held on June 25th, and the 18th annual winter event, to be held on February 14th. Bike to Work Day events are intended to encourage new bicycling habits and reward existing cyclists, not to mention make connections with local businesses that support bicycling!

Fort Collins is a great place to use a bike for everyday trips, with a network of multi-use trails, hundreds of miles of on-street bike lanes, and a thriving bicycle culture. These facilities will serve as the principal location for Bike to Work Day breakfast stations.

Bike to Work Day Goals

1. Encourage the habit of biking to work (or wherever).
2. Encourage new bicycle commuters.
3. Celebrate existing bicycle commuters.
4. Strengthen Fort Collins' bicycling culture.
5. Highlight local businesses that support bicycling.

Commitment

Each station must commit to the following in order to host a Bike to Work Day Breakfast Station:

Assign one (1) person to be the Main Station Contact/Lead Station Organizer.

Assign one (1) person or small team to be designated participant counters.

Promote Bike to Work Day to business customers and employees.

Minimum operating hours of 6:30 a.m. to 9:30 a.m.

Provide staff or volunteers to help distribute refreshments.

Be open to the public.

Provide bicycle racks or a designated space for bicycle parking.

Ensure station is easily accessible for bicycles.

Provide food, beverages, snacks, and other incentives for at least 150 people.

Set up tables or display space for refreshments and giveaways.

Provide trash and recycling receptacles.

Clean up after the event and ensure the space is left as found.

Provide hand sanitizers or hand wash stations.

Ensure a general first aid kit is on-site.