

**Bike to Work Day 2013
TIME LINE**

Task	Deadline	Done
Determine Energizer Station Locations and forward information to SVBC	3/29/13	
Order all t-shirts for BTWD participants	3/27/13 or 4/11/13	
Attend BTWD TAC Meetings	5/6/13	
Send out reminder letter to Shell Station Manager	4/6/13	
Contact local businesses for donations- food for energizer station or prizes for local giveaway	April	
Have BTWD registration packets and registration forms printed up	4/17/13	
Prepare and distribute event flier including info on energizer station and solicit for volunteers	4/6/13	
Post Bike to Work Day information on the City's website/cable tv/radio	May 1	
Pick up bags from Silicon Valley Bicycle Coalition	5/6/13	
Add additional maps, brochures, info, etc. to energizer station supply boxes drawing including travel certificate from	4/26/13	
Contact energizer station leads to pick up supplies	Week of 5/6/13	
Get announcements out on Milpitas cable channel & city website: energizer station information and sponsors	May 1?	
Bike to Work Day event with Energizer Stations	5/9/13	
Fax or email tally sheets to SVBC	5/15/13	

- A schedule for BTWD planning has not been posted. Information should be updated on the Silicon Valley Bicycle Coalition website www.svcbikes.org