

The Basics of organizing a brevet! A one-page cheatsheet

Pre-season planning (with Regional Brevet Coordinator, aka RBC):

1. Commit to a date and a distance
2. Choose your route and determine the start/finish

Once route is chosen:

3. If pre-existing route, get the Excel file for the route, which contains control card, route sheet & more, from the database (may need to ask RBC for help)

2-3 weeks before brevet:

4. Recruit event-day volunteers
5. Determine pre-ride/pre-drive date

1-2 weeks before brevet:

6. Print off control cards and route sheets for pre-riders (on control card, use date of actual brevet)
7. Pre-ride/pre-drive: check over route and update route sheet as needed; decide on location(s) of any secret controls; take pictures for the newsletter
8. Finalize route sheet and email to RBC
9. Set up RandoPony pre-registration:
<http://randopony.randonneurs.bc.ca/organizer-info/>
10. Optional: Following your volunteer pre-ride, send some route notes for uploading to the event page in the database. (e mail database person)
11. Send email to BC Randonneurs listserv about the brevet & any other marketing
12. Determine volunteer placements & permissions to set up controls (if needed)
13. Get brevet supplies from RBC (control signs, brevet box, tent, etc)
14. Buy any supplies needed for controls (food, water, Gatorade, etc)
15. Print off control cards, route sheets, waivers, etc.
16. Request pins from RBC

Day of brevet:

17. Set up registration
18. Sign up new members: collect money & forms
19. Register riders: distribute control cards and route sheets; collect money & forms
20. Officially start ride (don't forget to take pictures)
21. Register any latecomers
22. Be responsible and reachable during brevet: answer phone, deal with emergencies, liaise with volunteers, etc.
23. Staff control(s) if needed and/or communicate with volunteers staffing control(s)
24. Track DNFs
25. Be at finish during opening hours to check control cards, record finishing times, and distribute pins

Post-brevet:

26. Post rider names and results to BC Randonneurs website (email database manager)
27. Mail in control cards, waivers, membership forms (to Cheryl Lynch)
28. Mail in financial report, cheque and receipts (to Treasurer)
29. Thank volunteers and others who helped ensure brevet was successful
30. Write post-ride report and submit with photos to newsletter editor
31. Return brevet supplies to RBC or next brevet organizer

To be used in tandem with Ride Organizers' Checklist:

<http://www.randonneurs.bc.ca/organize/ride-organizers-checklist-2013.pdf>