



missoula in motion

BIKE VALET STEP-BY-STEP

SET UP

1. Establish the bike valet in close proximity to your event.
2. Create a corral by using provided fencing and post. Make the corral large enough that you can remove and add bikes to the racks.
3. Assemble the racks. Recommended set up includes an aisle and 5 ft between each rack.
4. Place letter flags in the end caps in order to easily identify rows. The end result will look like the photo to the right.
5. Set up a table and bike valet signage



DURING YOUR EVENT

1. Ensure Bike Valet is staffed at all times. A minimum of 2 staff allows 1 person to park/retrieve bikes while the other staffs the entrance. During busier times consider having 3-4 volunteers.
 2. When a patron comes to park their bike:
 - Have them write their name and phone number on top part of tag
 - Add the letter of rack where bike will be parked to both parts of tag (top + tear off portion).
 - Give the patron the tear off portion and attach top part to handlebars.
 - Remind patron of bike valet closing time and that bikes MUST be picked up by that time.
 3. Park the bike on the appropriate bike rack corresponding to letter on tag.
 4. Upon an individual's return, take the tear off portion and retrieve the corresponding bike.
- * If a patron loses their tear off portion of the tag, ask them to describe the bike. Once retrieved, ask them to provide their phone number to verify ownership of bike before returning.

TAKE DOWN

1. Coordinate with volunteers to disassemble bike valet.
2. Store items in a secure location until items are returned to Missoula In Motion.
3. Stick to your plan for bikes that are not retrieved (and owners are unresponsive to phone calls/texts).

It is up to you whether you leave them at location unlocked or store them in a secure location and attempt to find owners post-event.

TIPS

- Have a designated area for extra heavy bikes, tandems, and trailers
- incentivize your bike valet to event attendees
- post adequate signage
- use lights/headlamps at evening events