

Active and sustainable travel: checklist for events

This checklist provides a number of suggestions that will help support and encourage people to walk, ride and catch public transport to and from your event.

Event Name: [Insert Name]

Date(s) of Event: [Insert Date]

Venue: [Insert Venue]

Estimated Attendance: [Insert Estimated Attendance]

Goals	Actions	Applicable	Person(s) Responsible	Completed by
Event planning	Select a venue with good access, including: <ul style="list-style-type: none"> Public transport access Provision for bike parking (or space to include it temporarily) Good pedestrian access (safe, accessible and wide footpaths) 	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Incorporate access to the event site for public transport in the traffic management plan, where appropriate	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Design the event space to encourage more foot/cycle traffic and fewer cars	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Carry out a risk assessment of the event site and consider risks for all modes of transport (bikes, wheelchairs, prams and pedestrians)	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Provide a shuttle bus to pick up people from nearby towns/key locations if appropriate	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Advertise incentives, such as prizes and discounts, for people that utilise active and sustainable transport options	<input type="checkbox"/>	[Insert Name]	[Insert Date]

Goals	Actions	Applicable	Person(s) Responsible	Completed by
Public transport friendly	Include public transport and/or shuttle bus pick-up and drop-off locations on event site map	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Advertise local public transport and/or shuttle bus services and the Journey Planner website (www.ptv.vic.gov.au) in all event marketing/advertising material.	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Provide regular announcements about public transport/shuttle bus services throughout the event over PA systems (where available)	<input type="checkbox"/>	[Insert Name]	[Insert Date]
Bike friendly	Provide end-of-trip facilities, such as: <ul style="list-style-type: none"> • bike racks • water bottle refill • change facilities • lockers For more information about installing temporary cycle parking at events, refer to: http://www.tfl.gov.uk/cdn/static/cms/documents/temporary-cycle-parking.pdf	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Provide a recharge point for electric bikes and motorised scooters	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Mark the location of all end-of-trip facilities on the event site map	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Provide supervised bike parking areas or a bike valet service. The Squeaky Wheel offers a supervised bike valet service at events. For more information refer to: www.thesqueakywheel.com.au	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Advertise your event as bike-friendly in all event marketing material	<input type="checkbox"/>	[Insert Name]	[Insert Date]

Goals	Actions	Applicable	Person(s) Responsible	Completed by
Pedestrian friendly	Provide end-of-trip facilities, such as: <ul style="list-style-type: none"> • water bottle refill • change facilities • lockers 	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Provide a supervised pram parking area	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Advertise your event as pedestrian-friendly in all event marketing material	<input type="checkbox"/>	[Insert Name]	[Insert Date]
Monitoring and reporting	Count bikes in bike parking areas – you can make this easier by establishing a single entry/exit point for all bike parking areas	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Survey attendees about their travel behaviours on the day	<input type="checkbox"/>	[Insert Name]	[Insert Date]
	Include sustainable transport in post-event evaluation processes to assist with future planning	<input type="checkbox"/>	[Insert Name]	[Insert Date]

Useful contacts:

Local bus services and charters

Benders Busways

Website: <http://cdcvictoria.com.au/geelong.html>

Phone: 03 5240 5000

Email: bendersbusways@cdcvictoria.com.au

McHarry's Buslines

Website: <http://www.mcharrys.com.au/>

Phone: 03 52232111

Email: info@mcharrys.com.au

Hire of hydration station (for community groups)

Barwon Water

Website: <http://www.barwonwater.vic.gov.au>

Supervised Bicycle Parking – bike valet

The Squeaky Wheel

Website: www.thesqueakywheel.com.au

Active Travel Maps

City of Greater Geelong

Website: www.geelongaustralia.com.au

Phone: 03 5272 5272



Bellarine Community Health Ltd



Barwon Health



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