

Your Guide to Organizing a Motorcycle Ride

All information in this document is copyrighted and the sole property of Steve Pyatte and may not be duplicated, copied, published or distributed in part or whole for any reason or purpose.

Table of Contents

Introduction	Chapter Nine - Weather
Chapter One - Getting Started	Chapter Ten - The Day of the Ride
- Things to think about	- Set up
- Forming a committee	- Staging/Parking Motorcycles
- Officers	- Registration
- Sub-committees	- Field Events
- Meeting agenda	- Ride In Bike Show
- Meeting dates and times	- Vendors
- Communications	- Emcee
- Your ride date	- Entertainment
- Volunteers	- Security
- Type of ride	- Special Guests & VIPs
- Locations	Chapter Eleven - Event Follow Up
- Ride route	- Deposit all funds
Chapter Two - Finances	- Inventory
- Checking Account	- Appreciation
- Federal ID - Non-profit status	- Follow up press
- Accurate Records/Quality Control	- Celebrate
- Registration/Pre/Online/Day of	Chapter Twelve - Items You May Need
Chapter Three - Sponsors & Vendors	- Many items will be needed
- Sponsorship	Chapter Thirteen - Liability
- Sponsorship Levels	- Event waiver
- Sponsorship Letter	- Event Insurance
- Vendors	- Alcohol
- Vendor letter	- Gambling
Chapter Four - Get it Donated	The End - Or is it?
- Goals for raising funds	
- Minimum donation	About the Authors - Papaw.....
- T-shirts/ride pins/ride patches/ride bandanas	Micki Wanzer.....
- Silk screening	DISCLAIMER
- Postage and snail mailings	
- Prizes - Door, raffle, major	Sample Pages
- Entertainment - Band, DJ	Meeting Agenda.....
- Emcee	Deadlines.....
- Food	Sponsor/Vendor Contact form.....
Chapter Five - The Media	Invoice/Receipt.....
- Learn the media and use it properly	Thank You/Receipt.....
Chapter Six - Community Involvement	Waiver.....
- Public relations	Sponsor Letter.....
- Police, fire, city or town agencies	VIP Passes.....
- Permits	Vendor Letter.....
- Local community and general public support	Vendor Passes.....
Chapter Seven - Marketing	Pledge Sheet.....
- The event is a product	PSA 60 Second.....
- Marketing packet	Business Card.....
- Business cards	Press Release.....
- Letterhead & logo	Save the Date card.....
- Word of mouth	Flyer.....
- The Internet & ride website	Table Card.....
- Ride flyer & pledge sheet	Donation Box Graphic.....
- Pre-ride events	Silent Auction Donation Letter.....
- Photos and video	Silent Auction Return Donation Form.....
Chapter Eight - Silent Auction	Silent Auction Inventory List.....
- Sub-committee	Silent Auction Bid Sheet.....
- Bid sheet/quality control	Bike Show Judge Score Sheet.....
- Items of value	Bike Show Registration Sheet.....
- Credit cards/surcharge	-----
- Shutting down	Order additional guides
- Must be present/Need not be present	Guide Order Form.....