

2022 EVENT RUN SHEET

EMAIL TO: ride@whiteribbon.org.nz

Please use this form as a guide to what you should consider when planning.



TOWN/CITY	
DATE	
TIME <i>(note there can be an event start time & a riders arrival time). We envisage these events would be around two hours from the time the riders arrive till they leave.</i>	
EVENT LOCATION <i>Please be specific providing the address & any special instructions i.e. which entrance the riders are to take. If possible, please provide a warden on the day to stand on the street and direct the riders into the event.</i>	
CONTACT NAME AND ORGANISATION (ON THE DAY)	
CONTACT CELL PHONE NUMBER (ON THE DAY)	
EVENT ORGANISED BY (If different from above)	
POLICE ESCORT <i>Have you contacted the Police to request a police escort for the riders? This adds great impact to their arrival. If organised, please note where the riders should expect to see the police vehicle/s (e.g. by the Welcome to Dannevirke sign on the left shoulder of the road). This is entirely at the discretion of local Police and subject to events.</i>	
BIKE PARKING <i>Please allow space for parking the motorbikes. Surface for parking must be hard and flat. If your event involves children, please be aware that the bikes will be very hot on arrival. Please list instructions for the riders as to where they should park.</i>	
VAN <i>Sign-written vans travel with the Ride – please note here where this might be parked – consider it a rolling billboard.</i>	
BANNER <i>To assist with publicity, the Ride travels with a canvass banner – please think about where this could be put up unless you are placing your own signage.</i>	
PROGRAM <i>Tell us about how the event will run, including how long you would like the riders to speak for and any activities that you have planned. You may include a separate run-sheet if applicable.</i> <i>The key focus of the 2022 Campaign is the role dads (and parents and caregivers) can have in setting up their children to have 'respectful relationships' (which by definition do not involve violence), and role modelling 'healthy masculinity'.</i>	

SPECIAL GUESTS <i>List here any local dignitaries that will be in attendance so the riders can acknowledge them e.g. Mayor or MP.</i>	
WHO IS THE LIKELY AUDIENCE? <i>Please advise who the likely audience is to help the riders with their messaging, e.g. if this is a school audience, boys/girls/age range, etc.</i>	
GUIDANCE COUNSELLOR <i>The riders always adjust their messaging to be age appropriate. On occasions, a child or adult may need help as a result of being part of the event. Please consider having someone present who is trained to help.</i>	Will there be a guidance counselor/social worker present?
REFRESHMENTS <i>While never expected, refreshments for the riders are always welcomed & appreciated. Fresh fruit and water is ideal to keep the riders hydrated and healthy. If your event falls during a main meal time (breakfast, lunch, dinner) and you would you like to provide this, please note here the details so we can incorporate this into the Riders meal-plan.</i>	
WET WEATHER PLAN <i>Do you have an alternative venue plan? Please list the address here and any alternative arrangements for entrance and parking.</i>	
ANY OTHER DETAILS <i>Is there anything else you would like us to know?</i>	
MEDIA <i>Will you contact your local media (Newspaper, Radio, Online News Websites, What's On Guides etc.)? Please advise who you are contacting. Please list.</i>	
PRESS RELEASES <i>We will be creating local press releases. These should be in addition to your contacts in your local community. Please advise who could participate in the local media release?</i>	Name:
	Email: