



Bike to Work Day

Station Host Toolkit

Contact Information

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2026 Packet Pickup

Tuesday, February 10th, 3-6 p.m: Details to be communicated with Hosts prior to Packet Pick Up. Only one person per station is required to attend this drop-in style event.

Other Important 2025/2026 Dates

- Thursday, November 13: Call for Station Hosts released.
- Friday, January 23: Call for Station Hosts closes at 5 p.m.
- Monday, January 26: Station Hosts notified of finalized location.
- Friday, February 13: Winter Bike to Work Day from 7- 9:30 a.m. or 3:30 to 5:30 p.m. for Afternoon Stations

Bike to Work Day Goals

1. Encourage the habit of biking to work or wherever.
2. Encourage new bicycle commuters.
3. Celebrate existing bicycle commuters.
4. Strengthen Fort Collins' bicycling culture.
5. Highlight local businesses that support bicycling.

Commitment

- Assign one (1) person to be the Main Station Contact/Lead Station Organizer.
- Assign one (1) person or small team to be designated participant counters.
- Promote Bike to Work Day to business customers and employees.
- Minimum operating hours of 7 to 9:30 a.m. for morning stations or 3:30 p.m. to 5:30 p.m. for afternoon stations.
- Provide staff or volunteers to help distribute refreshments.
- Be open to the public.
- Provide bicycle racks or a designated space for bicycle parking.
- Ensure station is easily accessible for bicycles.
- Provide food, beverages, snacks, and other incentives for at least 150 people.
- Set up tables or display space for refreshments and giveaways.
- Provide trash and recycling receptacles.
- Clean up after the event and ensure the space is left as found.
- Provide hand sanitizers or hand wash stations.
- Ensure a general first aid kit is on-site.