

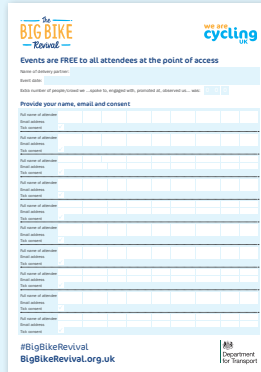
How to collect attendee data at events

Ensure you know **HOW** and **WHAT** to collect at all Big Bike Revival events

1. Attendee List

Sent to you online

Available to download on our website



What to do:

- Collect data from every attendee – name, email, consent
- Enter your attendee list online
- Return no later than 48 hours after each event

2. Privacy Policy

NEW, just arrived in your pack!



What to do:

- Hang the privacy policy at every event
- Ensure it is visible to every attendee

3. Bike Tags

NEW, just arrived in your pack!



What to do:

- Hang a bike tag on every bike, after every event

Top tips on collecting data

Give this job to one person!

Explain to attendees:

- **Activities and services are FREE** (to them)
- Big Bike Revival **addresses barriers to cycling**
- Big Bike Revival helps people **who don't cycle / don't cycle much**
- Consent and Cycling UK will only contact them about their cycling
- Their feedback **influences funding**