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

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**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**

#BigBikeRevival

BigBikeRevival.org.uk