



Host A Transportation Event

Events are a great way to reach your employees to let them know about their commute options, while also satisfying company TMP and CTR requirements. These events can be combined with benefits fairs or held on their own.

Go Redmond offers resources to help you put on a successful transportation event. We also offer fee-for-service options to have staff plan and host a transportation event for your company.

Transportation Event Ideas:

- Traditional Transportation Event - Share information on transit service, vanpool and carpool matching resources, information on Go Redmond rewards, resources for cyclists like bike maps and safety gear, and your onsite commute program.
- Zip to Lunch - Invite employees to lunch and seat them according to home location (zip code) in order to connect potential rideshares.
- Reflective Safety Event - Provide reflective items for clothing, bicycles, and more for employees' walk to the bus, or even for across the parking lot.
- Brown Bag Presentations - Invite a speaker on transit changes or new transportation technology.
- Bike Month or other Mode Specific Events - Use the momentum from national Bike Month in May as to encourage your employees.

Transportation Event Checklist

Before the Event:

- Set a time and location
 - Check with HR to see if any events are already scheduled to combine with your event
- Invite others to table at your event
 - Sound Transit, King County Metro, King County Metro Vanpools
 - [Local Bike Resources](#)
- Collect resources for your commuters
 - Go Redmond brochures
 - Local [transit](#) time tables
 - [Vanpool Riders Wanted](#) and Vanpool Riders to Redmond Lists
 - Bicycle maps
- Promote the event to employees
 - Send a calendar invite
 - Put up posters in common areas ([GRTMA Poster Template](#))

Day of the Event:

- Set up event
 - Hang flyers or posters to direct employees to event
 - Be sure to provide tables for presenters
 - Provide power if needed
 - Contact Go Redmond for safety items and commuter giveaways
 - Prize drawings and food can encourage attendance
- Send one last email inviting staff to the event

After the Event:

- Send a follow up email to employees with the link to Go Redmond sign up, links to run a ridematch, and information on commuter benefits at your worksite and through [GoRedmond.com](#)
- Follow up with individuals who had questions about their commute options

If you'd like Go Redmond to plan and host your event for a fee, contact us at grtma@grtma.org.