



Fort Collins Bike Co-Op Tabling Request Form

REV01

****Please submit this form at least one month prior to your event. Requests are reviewed and confirmed on a first-come, first-serve basis.**

Thank you for the invitation to participate in your event. The mission of the Fort Collins Bike Co-Op is to “build community through bicycling” and we are honored to be asked to attend your event and spread the word about bicycling.

“Tabling” consists of an informational table about the Bike Co-Op, the programs we provide, and how people can get involved. We will provide materials and volunteers to staff the table. This does not include onsite mechanics or training.

Date of Request: _____

FOR CO-OP OFFICE USE ONLY:

COG Service Request No.: _____

ABOUT YOUR EVENT

Event Name: _____

Event Date(s) and Time(s): _____

Event Location: _____

Estimated Space (sq. ft.): _____ Indoors Outdoors

Brief Description of Event: _____

Estimated No. of People in Audience: _____

Brief Description of Audience (i.e., ages, common interests): _____

Average Bike Knowledge: Beginner Intermediate Advanced All levels

ABOUT YOUR ORGANIZATION

Organization Name: _____

Brief Description of Organization: _____

Non-Profit (501(c)(3) No.: _____) For Profit

Street Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Contact Name: _____ Relationship to Organization: _____

Contact Phone: _____ Contact Email: _____

HOW DID YOU HEAR ABOUT THE CO-OP?

CONFIRMATION DETAILS

Date Request Confirmed: _____

Confirmed By: _____