



1. Organizing the event

Site selection: Events should be held at unsignalized crosswalks with a medium amount of traffic. The crosswalks should also have good visibility.

Time length: Events should be no longer than two hours and should ideally be either 3-5PM or 5:30-7:30PM

Pre-event coordination: You will need to relay this information to the Stop For Me campaign at least 2 weeks in advance of the event date. Events will need 6-8 volunteers, but no more. Feel free to contact us with any questions.

2. Day Before Event

- Collect equipment (Banner, Signs, handout cards, etc.)
- Make sure volunteers know to wear bright colors

3. Day of Event (sample diagram)

-Set up

Set up Banners at least one block away from crosswalk so drivers will see the sign before they approach the event crosswalk

- Make sure all volunteers sign in
- Assign Roles
 - 1 surveyor to tally number of vehicles yielding and not yielding to pedestrians
 - 1 surveyor to record any and all distracted driver behavior they witness
 - 4-6 Crossers (the crossers will work in teams of 2)
- Traffic Cones must be set up (the Police Officers will take care of this)
- Police safety briefing (all are **required** to hear this)

4. Take Down

- Police de-briefing (**required**)
- Be sure to take down and pack up banner, signs and pack the pedestrian safety cards

5. Cancellations -If weather forces an event to be cancelled, be sure to contact the Event planning team

Important Contacts:

Srgt. Jeremy Ellison (SPPD main contact) – (651) 266-5560 – jeremy.ellison@ci.stpaul.mn.us

Anne White- 612-396-3111 – awhitepho@gmail.com

Jon Terry- 715-937-5422 – Jonathon@smart-trips.org

John Mark Lucas- 651 788 7801 - johnmark@greenway-consulting.com

