



# Sussex Historic Churches Trust

Diocesan Church House, 211 New Church Road, Hove BN3 4ED

Registered Charity No 282159

website: [www.rideandstride.info](http://www.rideandstride.info)

## BRIEF FOR LOCAL ORGANISERS

Annual sponsored bike ride / walk event  
Second Saturday in September, 9am – 6pm

### Welcome

Thank you for agreeing to be, or to continue as local organiser. There are 600 or more of you. It is through your work that the event is made possible, and the Sussex churches of all Christian denominations benefit so much.

### A reminder

ANY church or chapel, if it wishes to do so, may join in, and will be listed on BR3. ANY rider or walker can ride or walk where they choose, and may start and finish at any church, visiting as many or as few as they like, in any participating county. Other than by bicycle the only accepted alternative is on foot, wheel-chair or horse.

### Helpline

If in any difficulty, please contact your area organiser, or if necessary the divisional organisers.

**For Arundel & Bognor, Chichester, Horsham, Hove, Midhurst, Petworth, Storrington, Westbourne and Worthing Areas:**  
**Norman Robson,**  
**9 Bremere Lane, Sidlesham, Chichester, PO20 7BN**  
**Tel: (01243) 649036**

**For Battle & Bexhill, Brighton, Crawley & East Grinstead, Cuckfield, Dallington, Eastbourne, Hastings, Hurst & Burgess Hill, Lewes, Rotherfield, Rye, Seaford and Uckfield Areas:**  
**Canon Richard Orchard,**  
**7 Love Lane, Rye**  
**TN31 7NE**  
**Tel: (01797) 225916**

**Webmaster:**  
**Steve Blighton,**  
**98 Whyke Lane,**  
**Chichester. PO19 8AT**  
**Tel: (01243) 788905**

**E-mail for all the above contacts:**  
**[contact@rideandstride.info](mailto:contact@rideandstride.info)**

**BR1 (ISSUE 07)**

## Printed material to be provided

### Brief & Sponsor Form Register (BR1)

Use the list overleaf to keep track of who has been issued forms.

### Posters (BR9 & BR10)

You will need to add your name and address in the panel provided. On the day put a poster (BR9) in the church first, then in as many prominent places as possible. Also supplied are large arrows (BR10) to show where participants can go to register. If access to the church is difficult for any reason (such as a wedding) you can use the arrows to help direct visitors elsewhere, eg vestry door. BR9 can be displayed well before the event wherever you consider it can make the most impact.

### Places Open list (BR3)

Keep one copy (at least) for use at the church, to help guide riders/walkers to other churches nearby. The balance can be offered to those who want them. If you are near Kent, Hampshire or Surrey and want copies of those county lists, let the area organisers know.

**Please encourage participants to create online sponsor forms.**  
See our website for full details.  
[www.rideandstride.info](http://www.rideandstride.info)

### Sponsor forms (BR4, BR5)

Put your name and address on the back page of the forms. Any Gift Aided signed forms to the treasurer by 31 October. Please pick out any outstanding achievements (eg £300+) and tell your area organiser. This will enable the area organiser to send a personalised letter of thanks. BR5: Your task of finding recorders to man your church may be eased as they can now participate in obtaining sponsorship for themselves.

*Your Area Organiser is:*

### Stickers

Stickers in sheets of six provided. Each participant should have at least one sticker, preferably issued with the sponsor form. The balance can be used as car stickers, window publicity, markers for long approaches, etc.

### Sign-in Sheet (BR6)

Please record all visitors on the form provided. This is a basic record; it also helps to trace participants in an emergency, and is useful if there are queries. While your people are signing the sponsor form the visitor can be signing this record. After the event, please send the visitor record to your area organiser. Please display from 9am onwards.

### The money after the event (BR7 & BR8)

The procedure for money after the event is on the back of the remittance advice leaflet. You are earnestly asked to follow the instructions to ease the treasurer's considerable task. Quote the area reference number.

### Trophy Awards (BR2)

Please see entry conditions and details on BR2 or our website.

**For large print copies of any of this material please contact the webmaster (see left).**

**A checklist and sponsor form register can be found overleaf**

