# Bike Workshop Booking Process



## Inital Contact **01**

We explain what we do and how and send you details by email.



**Location 03** 

A suitable space should be visible and be in a high footfall area. A space the size of two car parking spaces outside the main entrance is preferable.

#### **02** Site Visit

If we haven't worked with you before we will make a site visit to choose a location and agree a date.

### Marketing **05**

Two weeks before we visit we begin marketing together.

#### **04** Confirmation

We write to you to confirm details and send you copies of risk assessments and insurances.

#### **More Info?**

Call Stef: 07977 486236 www.manchesterycling.community

