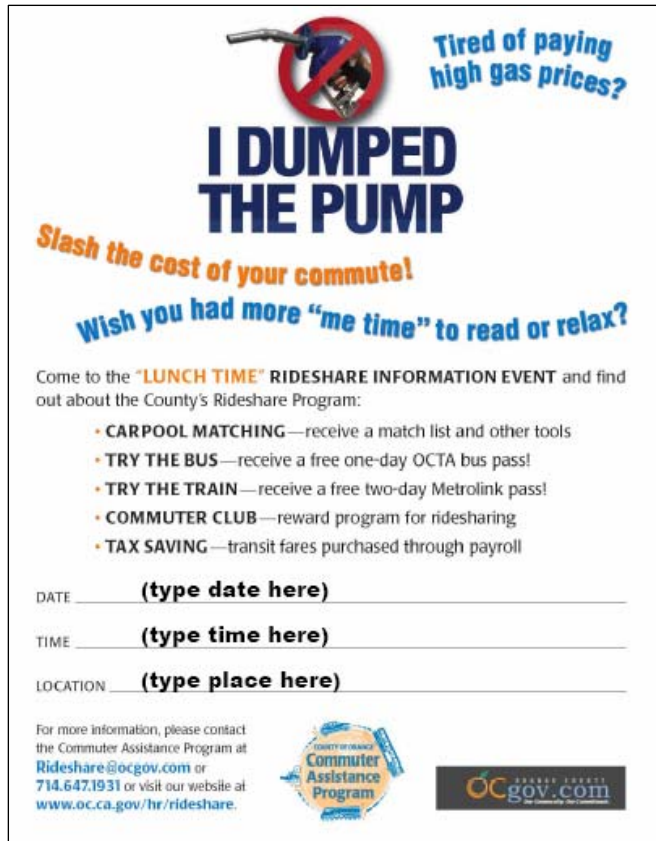


Lunch Time Rideshare Information Event

Thank you for your interest in hosting a Lunch Time Rideshare Information Event. We are in the process of scheduling events on Tuesdays and Thursdays beginning the month of August. We do not plan a formal presentation, rather an opportunity for employees to “stop by” for materials and personal assistance.



- We will need at least two tables and two chairs. If possible, we would like internet access so that we can help employees with on-line bus and Metrolink information.
- We will provide a number of customized flyers like the one pictured here that can be posted in your area.
- We will also provide a sample memo that you can e-mail to all employees in the building and/or area regarding the event.
- We will set out materials and be ready for employees by 11:30 AM.
- We will staff the tables to answer questions and work one-on-one with employees until 1:00 PM.

So that we can prepare we will need the following information:

HR Manager Name and Agency: _____

Coordinator Name and Agency: _____

Coordinator Phone and Email: _____

Coordinators pony mail address: _____

Location to be printed on the Flyer: _____

Number of employees at that location (or within walking distance): _____

Street Address of the location: _____

Events are to be held on **Tuesdays or Thursdays** only. Please specify two possible dates:

Month: _____ Date: _____ or Date: _____

We will contact you within two weeks to confirm. If you have any questions, please feel free to contact me at Cecilia.McLaughlin@RideshareSupport.com or 714/671-2813.

Please return this form by fax: 714/653-1148