

Planning Worksheet: Hosting an Electric Vehicle Ride & Drive Event

This is a supplemental worksheet to the [Hosting a Ride and Drive Checklist](#) from Drive Electric Minnesota. The checklist is a valuable resource for planning and executing a successful ride and drive. In a few instances, the resources linked on the checklist are Minnesota-specific.

Please use the worksheet below to begin your brainstorming process for an event. Holding a ride and drive event is an action that can be completed in the Charging Smart Framework.

What goals do you have pertaining to the event? How does this aid the rest of the municipality's EV initiatives?

What staff person will take the lead on this event? What other staff will support?

Will you have a speaker, activities, or food at the event? List ideas below.

Where are your top three locations to host this ride and drive? Consider locations that are accessible via public transportation, near residential areas, near EV chargers, and will assure everyone feels safe and comfortable.

Where will your test-driving route(s) be? Consider a route that uses mostly right-hand turns and will allow for different driving conditions (highway, city, etc.)

What day of the week and time of day will it take place? Consider your community member audience.

How will you conduct the test drives? Registration, queue, or ticketing system? [Refer to page 6](#) of the Ride and Drive Checklist for an explanation.

What car dealerships in the community sell EVs? Consider new, used, fully electric, and plug-in hybrid vehicles. List dealerships here.