



# Relocation Guide

Planning a move for your organization—whether big or small—takes a lot of coordination. One of the biggest challenges with relocating is assisting employees with transportation and commute-planning to the new employment site. **goDCgo** can take the stress out of moving by assisting your employees with the unfamiliarity of a new commute.

## goDCgo is here to help.

- Custom employee commute surveys
- Analysis and report based on survey results
- Customized marketing materials
- Relocation Webinar
- Lunch-and-Learn
- On-site tabling
- Customized Relocation Plan

**goDCgo's**  
**RELOCATION**  
**ASSISTANCE CAN**

- 1** Introduce employees to sustainable transportation
- 2** Build a culture of green commuting, and
- 3** Create a seamless transition to your new location

# RECOMMENDED STEPS TO ORGANIZE YOUR RELOCATION:

**1 SCHEDULE A ONE-ON-ONE MEETING WITH A GODCGO CLIENT SERVICES MANAGER** to discuss the details of your relocation and evaluate your current transportation program.

**2 CONDUCT A COMMUTER SURVEY** to collect data to help understand your employees' travel behavior and commute interests.

**3 REVIEW RELOCATION PLAN PROVIDED BY goDCgo** to understand next steps for your new transportation program.

**4 HOST A RELOCATION EVENT** to educate your employees on the relocation and provide a forum for any questions or concerns about their new commute. goDCgo will be on-site to provide assistance to employees.

**5 SHARE INFORMATION WITH EMPLOYEES** about upcoming relocation events and other resources.

**6 IMPLEMENT AND PROMOTE** your transportation program based on the Customized Relocation Plan.

**7 MEASURE YOUR SUCCESS** after 6 months of relocating to determine employees' satisfaction with their new commutes.

**8 CONTINUE TO WORK WITH goDCgo** to enhance your commuter benefits program and to receive up-to-date transportation information and resources.

## goDCgo CUSTOMIZED RELOCATION PLAN

goDCgo will consult with your transportation coordinator, HR representative, or relocation team and develop a customized relocation plan that addresses your organization's needs and timeline. Strategies can include anything from an updated telework policy and parking demand management to one-on-one route-planning for employees and a walking tour of local transportation options. We are here every step of the way to ensure a seamless transition for your organization and employees.