



Don't just ride, Bike MS.

2012: TEAM VILLAGE GUIDE

bike
MS

Waves to Wine
Ride 2012

Presented by



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For more information and team resources, please go to: wavestowine.org



Welcome to the Team Village!

IT IS OUR HONOR TO INVITE YOU TO JOIN US AT THIS YEAR'S TEAM VILLAGE

We know it takes many people to pull this ride together. From the volunteers that assist you, to the donors who write the checks, to the family members who support your training and fundraising, to those with MS who motivate and inspire... so many individuals working together toward a world free of MS. And what better way to celebrate your team's accomplishment than to gather these individuals under one tent at the ride to toast your team's victory! This is what the Team Village is all about. This Team Village Guide is here to assist you in putting together your team's tent. If you have questions not answered here, please call us at: Sam McIlraith sam.mcilraith@nmss.org or 415-230-6678 ext. 73024 or Heidi Cser heidi.cser@nmss.org or (415) 230-6678 x75203.

WHAT IS TEAM VILLAGE?

The Team Village is the centerpoint of the Bike MS overnight and a gathering place for teams, team members, friends and family to meet and celebrate the success of finishing Day 1 of Bike MS: Waves to Wine Ride.

HOW IT WORKS ///

Teams rent tents, tables & chairs through the National MS Society, which are set up for the teams in the Team Village. The rest is up to the individual team. Teams can get donations of food, solicit massage therapists, have volunteers set up decorations and much more. Read below to find out more about the advantages of the Team Village!



ADVANTAGES ///

- Be centrally located — The Team Village will be the centerpiece of the Bike MS event this year, so your team will have easy access to all the amenities.
- Generate excitement around your team, your supporters, your company and the Bike MS event.
- Provide a leadership role to a team volunteer as the “Tent Captain” who is responsible for — Organizing a group of volunteers who will choose the theme and decor; Planning special perks like great snacks & drinks, comfy chairs, your very own massage therapists and much more!
- Involve families of team members and co-workers by having them volunteer to host the tent.
- Allow team sponsors to be present in the tent to hand out their products, coupon or flyers for their business.
- Show your team spirit and personality by decorating your tent.

OUR COMMITMENT ///

The chapter commits to establishing a great area for the Team Village and ensuring that our tent vendor follows the orders that are placed. Chapter staff and volunteers will be available throughout the event at the Team Village to answer questions and provide assistance as needed.

BUILDING YOUR TEAM VILLAGE CREW ///

In order to ensure a successful Team Village tent, the first thing you need to do is get some help! As a team captain, you are very busy recruiting riders, training, and building your team, so building the tent is a job to be shared with others! Do you have co-workers, friends or family that would like to be involved, but don't ride? Ask them to take on these important volunteer activities.

VOLUNTEER POSITIONS ///

- **Tent Captain** — The tent captain is the heart and soul of a good tent and their work begins long before the event, with meetings of lead volunteers and organizing activities. Overall the captain coordinates all the activities in and around your tent and the lead volunteers. This person should be organized and enthusiastic. The best team tent captains are not cyclists, but those who support your team and will be available the day of the ride.
- **Volunteer coordinator** — Helps the tent captain recruit volunteers for the event, communicates volunteer jobs clearly, organizes the volunteers on the day of the event and provides t-shirts for the volunteers so they are easily identifiable.
- **Food and beverage coordinator** — Works with your budget to coordinate food and beverage in the tent. Whether it's family members bringing their grill from home or a catered affair, this volunteer is the go-to person for all things edible!
- **Décor coordinator** — The most creative job in the bunch! Decides on a theme, organizes decorations and communicates the theme to all others involved.
- **Entertainment liaison** — Every good party has music! Bring an iPod or stereo and CDs from home. Other entertainment ideas include coordinated games and massage therapists. Let the theme guide the ideas.
- **Detail Team** — All hands on deck for this job! From setting up tables, blowing up balloons, re-stocking snacks and drinks, pulling trash, and hanging banners — don't underestimate the importance of this crew!
- **Photo/Videographer** — Make the memories last! Capture the festivities in motion then create a souvenir video or photo slideshow for team members and use to recruit more folks to the team next year!
- **Transportation** — Because your team will need to transport all of your own decorations and food, you will need someone to transport, or coordinate the transportation of, all your tent supplies.
- **Cheering Section** — Never underestimate the power of hearty congratulations or a big smile and round of applause greeting a rider as they cross the finish line and join their team in the village. Bring the bubbles, noisemakers and lots of energy for this fun and festive job!



THINGS TO BRING ///

- Arrange for your own team massage therapist. If you weren't the best captain already, you will be now!
- Company fliers to hand out to team members or other riders, i.e. key chains, stickers, beads, etc.
- Decorations for the "Best Tent" decorating contest.
- Disposable cameras and/or video cameras.
- Noisemakers to welcome your teammates as they arrive from the ride.
- Food (see Food and Menu ideas).
- Rent your own port-a-potty.
- Giveaways for team members or other riders.

FOOD & MENU ITEMS ///

The Bike MS event is a fully supported event with plenty of meals and rest stops. However, your team may still be hungry at the end of the day. Pack some food for your team to enjoy while you are hanging out in your tent.

- Go with your theme — A Hawaiian theme begs for pineapple and roast pork, while a Western theme would suggest a barbeque.
- Sandwich Bar — complete with buns, deli meats and cheeses, and all the fixings.
- Sweets! Bring brownies, cupcakes, cookies or candy for dessert.
- Beverages and ice.
- Or, take a load off and have your meals catered!

For your team's digestive health please make sure that hot food stays hot and cold food stays cold.

ARE YOU ELIGIBLE FOR A FREE TENT? ///

By electing to take part in one of the programs below, you can receive a free team tent!

10 x 10 for 10

Returning teams can receive a 10 x 10 Team Village tent for FREE by committing to raise 10% more than their 2011 team fundraising total. The cost of the 10 x 10 can be applied toward an upgrade to a larger tent at your expense. To take advantage of this offer, simply click the appropriate box on the Team Tent Reservation form and start fundraising!

Raise \$12,000 and Receive a Team Tent

Are you a new team? Then you can receive a Team Village tent for free by raising \$12,000 as a team by August 24. Why \$12,000 you ask? Because that's \$1 for every person living with MS in Northern California.

GOOD NEIGHBOR POLICY ///

There is limited space in the Team Village, and we want to make sure everyone has a comfortable, fun and relaxing experience. We ask that your team please adhere to the following good neighbor policies.

- Quiet time begins at 8:00 PM! That means shutting down generators too.
- No open fires (i.e. bonfires) are allowed.
- No roping off the space around your tent.
- Please keep trash and other items out of the main walkways and thoroughfares.
- After unloading, all vehicles need to return to the designated event parking area.
- Unless your tent has a specific, enclosed space for bicycles, please make sure that all team members drop off their bikes at the bike corral.
- Do not set up private sleeping tents next to the team tent. These tents need to be located in the designated camping area.



BEST TEAM TENT DECORATING CONTEST ///

Your team has worked really hard up to this point at fundraising, recruiting team members, and, oh yeah, riding bikes. But the fun isn't over yet, not by a long shot!

Who wants to sit around at the overnight in a tent that lacks personality? We know that your team is overflowing with spirit and fun, so go ahead and show it. We dare you! We welcome you to participate in the following contests:

- Best Corporate Team Tent Contest
- Best Friends & Family Team Tent Contest

Contest Rules

- Your team is responsible for bringing in your own decorations and for taking them home again at the end.
- Flames and explosives are not festive.
- Please don't damage the grounds - we need to be invited back.
- Remember that people of all ages will be at Waves to Wine - please decorate in good taste.

Use your creativity to make your tent look like yours, not everyone else's. A panel of judges will visit each tent between 3:00-4:00 PM. You may not even know they are there! An award will be presented to the team whose tent has the most flair during the overnight program.

ALCOHOL POLICY ///

While a cold beer might be just the thing to top off a great day of riding, please understand that the serving of alcohol in our Team Village requires everyone to act responsibly. Please follow these simple but important policies to ensure the safety of all participants and understand your liability as the team host when providing alcohol.

- n Post signs that state 'Proof of age required'.
- n Have a means to check ID.
- n Utilize tickets, wristbands, etc. to control the consumption of alcohol.
- n Be prepared to provide transportation for anyone who may be intoxicated and is traveling offsite.
- n Follow all local regulations and laws regarding the distribution of alcohol.

SAMPLE TEAM TENT BUDGET ///

To help you budget for your tent this year, here is a sample budget sheet for your use. Your team may need all of the budget items or just a few — it is up to you!

ITEM	PRICE PER	QUANTITY	TOTAL
Tent	_____	_____	_____
Tables	_____	_____	_____
Chairs	_____	_____	_____
Snacks	_____	_____	_____
Beverages	_____	_____	_____
Ice	_____	_____	_____
Dinner	_____	_____	_____
Serving ware (utensils, cups, plates)	_____	_____	_____
Generator	_____	_____	_____
Decorations	_____	_____	_____
Massage Therapists	_____	_____	_____
Port-a-potties	_____	_____	_____
Volunteer t-shirts	_____	_____	_____
Entertainment	_____	_____	_____
Chotskis for team members	_____	_____	_____
Trash bags/cans	_____	_____	_____
Banner	_____	_____	_____
TOTAL			_____



