

Don't just ride, Bike MS

BIKE MS: WAVES TO WINE 2014: TEAM VILLAGE GUIDE



bike
MS

Waves to Wine
Ride 2014

MSWO
The Maryland Statewide
Organization for Multiple Sclerosis
and Related Disorders
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Team Village

WHAT IS TEAM VILLAGE?

Team Village is the center point of the Bike MS celebration site and a gathering place for teams and team members. Each team that chooses to participate will have their own tent in the Village for their team members, family members, co-workers and friends to enjoy.

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, incorporate decorations and much more.

Logistics for Team Village set-up/take down will be provided to your Team Tent coordinator one week prior to the event and staff is available to answer questions and provide assistance as needed. For questions, contact info@wavestowine.org.

Read below to find out more about the advantages of the Team Village!

TEAM COMMITMENT

The back of this Guide has all associated costs with tent and supply rentals plus a form to be completed and returned with payment by August 22, 2014.

NEW TEAMS (1st year riding Bike MS) — By August 23rd, commit to raising \$12,000 and receive a 10x10 team tent with one table & 10 chairs. You may add on additional supply items through the rental form.

RETURNING TEAMS — Commit to increasing your team fundraising revenue 10% over your 2013 fundraising total and receive a 10x10 team tent with one table & 10 chairs. You may add on additional supply items through the rental form. You may also apply the cost of the 10x10 tent to the rental of a larger size. (*Prior year total must be \$4,500 to qualify)

ADVANTAGES

- Centrally located: Team Village is the centerpiece of the Bike MS celebration site, 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; and 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. There are even team tent awards!



BUILDING YOUR TEAM VILLAGE CREW

To ensure a successful Team Village tent, the first thing you need to do is get some assistance! 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.

SUGGESTED 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 leads 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:** While Bike MS has plenty of food & beverage (six full meals + snacks) over the weekend, your team may want some special snacks or themed menu.
- **DÉCOR COORDINATOR:** The most creative job in the bunch! Decides on a theme, organizes decorations and communicates the theme to all others involved.
- **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, a big smile and a 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!
 - Please note: Teams who use their own medical or massage therapist do so at their own risk, and the Society assumes no liability for these services.
- Decorations for the "Best Tent" decorating contest
- Disposable cameras and/or video cameras

- Noisemakers to welcome your teammates as they arrive from the ride
- Rent your own port-a-potty (pricing on back page)

FOOD & MENU ITEMS

Bike MS is a fully supported event with six full meals and rest stops. However, your team may enjoy some specialty items that you will want to provide. Pack some treats 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.

TEAM VILLAGE AWARDS

All competitions will take place Saturday afternoon. A team of volunteers will determine the Best Team Tent Awards. The Best Jersey Awards will be determined at the Fashion Show Saturday afternoon. Let us know you will be participating by sending an email to info@wavestowine.org. Winners will be chosen by the most cheering/roar of the crowd.

- Best Team Tent – Corporate
- Best Team Tent – Friends & Family
- Best Jersey – Corporate
- Best Jersey – Friends & Family

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.

- Reserve early. Team Village tents will sell out early.
- Quiet time begins at 8 PM. That means shutting down generators too.
- No open fires (i.e. bonfires) allowed.
- No roping off the space around your tent.
- It is each team's responsibility to clean up all decorations before Sunday at 4:00 p.m. The National MS Society is not responsible for lost or stolen items.
- Please keep trash and other items out of the main walkways and thoroughfares.
- Tent Captains will be emailed detailed instructions & time slots for set-up and take down. After unloading, all vehicles need to return to the designated event parking area.
- Do not set up private sleeping tents next to the team tent. Sleeping tents need to be located in the designated camping area only.

Team Tent Reservation Form

Please return this form by Friday, August 22nd. Space is limited, so we encourage you to make your tent reservation as soon as possible. Please contact us if you have any questions.

Estimated Rental Costs (Pricing includes tax, set up and delivery and is subject to change)

TENTS

10x10 tent - \$200
10x20 tent - \$375
20x20 tent - \$425
30x30 tent - \$825

TABLES & CHAIRS

8' rectangular table - \$12
30" cocktail table - \$15
60" round table - \$12
Chairs - \$2 ea.

EXTRAS

Portable toilet - \$85
Accessible portable toilet - \$100
Electricity - TBD

Tent Reservation Form Due August 22, 2014

Team Name: _____ Team Captain Name: _____

Tent Coordinator Name (if different than Team Captain): _____ Phone: _____

Tent Coordinator Email: _____ Tent Size 10x10 10x20 20x20 30x30

ITEM	PRICE PER	QUANTITY	TOTAL
Portable toilets (regular)	\$85	_____	_____
Portable toilets (accessible)	\$100	_____	_____
Tables (8' Rectangular)	\$12	_____	_____
Tables (30" Cocktail)	\$15	_____	_____
Tables (60" Round)	\$12	_____	_____
Chairs	\$2 ea	_____	_____
Tent	see above	_____	_____
Electricity (additional cost to be determined) <input type="checkbox"/> Yes <input type="checkbox"/> No		SUBTOTAL	_____

Get a 10x10 for 10%: Returning teams can receive a 10x10 Team Village tent for FREE by committing to raise 10% more than their 2013 team fundraising total. The cost of the 10x10 tent can be applied towards an upgrade to a larger tent at your expense. To participate in this opportunity check this box, return this form and you will be contacted.

YES! My team would like to participate in 10x10 for 10%

(*Prior year total must be \$4,500 to qualify)

New Teams- You Can Receive a Free Tent: New teams can receive a FREE 10x10 Team Village tent by committing to raising \$12,000 - that's \$1 for every person living with MS in Northern California. To participate in this opportunity check this box and return this form and you will be contacted.

YES! My team would like to participate in New 12,000

To place your team tent order and/or sign up for one of the team tent contests, please fill out the credit card information below. Teams that do not reach their fundraising goals (10 x 10 for 10 returning team commitment or the New Team \$12,000 fundraising pledge) by November 3, 2014 will be charged in full. All additional fees are due upon agreement receipt.

Team Captain's Phone Number _____ E-mail Address _____

Name on Credit Card _____ Mailing Address _____

My payment of \$ _____ is enclosed via Check VISA MasterCard AMX

Card number _____ Exp. Date _____ Verification number # _____ (card back)

Card holder signature (required for all credit card charges) _____

Contact: Samara Rivers Phone: 800-344-4867, press 2, then ext. 73017 Fax: 415-230-6652 E-mail: samara.rivers@nmss.org