BIKE MS: 2012

TEAM VILLAGE GUIDE

bike MS

COX ENTERPRISES

Atlanta Ride 2012

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 contact us at:
Cara Reeve
Special Events Manager
cara.reeve@nmssga.org or 678.501.6623

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WHAT IS THE TEAM VILLAGE?

The Team Village is the centerpoint of the Bike MS overnight 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 their tent through the National MS Society's official vendor, which is set up for the team in the Team Village. The rest is up to the individual team. Teams can rent additional items such as tables, chairs, table cloths, lighting, fans, and more through the official vendor as well. Teams can bring food, provide personal team massage therapists, have volunteers decorate and much more. No matter what you and your team chooses to do, the point is to HAVE FUN!

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.
- **Networking Opportunity** within the team or with other compies in the Team village. If your CEO ever wanted an opportunity to meet wtih his/her workforce in a less formal setting than the board room, the Bike MS Ride provides this opportunity. CEOs have also been known to ride in the Bike MS Ride, right alongside thehir employees and potential clients.
- **Show your team spirit** and personality by decorating your tent.

Bike MS: 2010

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 thse important volunteer activities - They will probably be honored you asked!

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.

- 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 games and music! Coordinate a poker tournament or bring a TV to show the big game or hold a Wii Bowling Tournament. Other entertainment ideas include coordinated games, massage therapists, and hot tubs. Let the theme guide the ideas.

- 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!

- 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

- **Decorations** for the "Best Tent" decorating contest . Don't forget the noisemakers, disposable cameras, lights & balloons.
- **Food & Drinks** (see Food & Menu Items): Remember to pack utensils, paper goods and table cloths!
- **Signage:** A company logo is a symble of pride. Bring your company banner and hang it for all to see.
- **Tables & Chairs:** Be comfortable! If you are not renting these, make sure to bring your lawn chairs to accommodate your team members and their guests.
- **Massage Therapist:** Arrange for your own team massage therapist. If you weren't the best captain already, you will be now! NOTE: Therapists are available for participants, but they'll have to stand in line!
- **Entertinament:** Make sure you cyclists have plenty to keep them busy. Plan a poker tournament or a "gag" awards ceremony. Bring giveaways for team members, i.e.: flyers, key chains, stickers, beads, etc.
- **Toolbox:** Don't forget the essentials - scissors, tape, extention cords, rope, trash bags, etc.
- **Extras:** Rent your own port-a-potty or hire a clown. Think out side the box to make your team's tent extra special!

FOOD & MENU ITEMS

The Bike MS event is a fully supported event with plenty of meals and break points. 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.
- **Grill, anyone?** Bring out the grill for some burgers, veggie burgers, brats, etc. While in use, grills must be 10 ft away from all tents and a fire extinquisher must be provided by the team.
- **Sweets!** Bring brownies, cupcakes, cookies or candy for dessert.
- **Beverages and ice!** After a long, hot day of cycling, your team members will appreciate this!
- **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.

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.

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

RULES AND REGULATIONS

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.

- Tents in the Bike MS Team Village are reserved for registered teams and event sponsors
- Space is limited, so size of tent can be no wider than 30 feet – Chapter staff reserves the right to limit the size of the tent based on the team's registered riders and existing first-come reservations.
- Tents MUST be rented from the official tent company, through this official form only. Tables & chairs can be either ordered through the official tent company or the team may bring them. The official tent company will only erect their own tents in the Village.
- No individual tents will be allowed in the Team Village.
- Concessions and products can not be sold from under a team tent unless authorized by the National MS Society as an Official Event Sponsor.
- Vehicles are ONLY allowed in the Team Village for set up on Friday before 10PM. For the safety of our participants, vehicles will not be allowed back into the Village until after the Ride closes on Sunday. Please make plans to break down your team's tent after the Ride closes on Sunday or make other arrangements for transporting materials to vehicles in the designated parking area.
- The National MS Society reserves the right to restrict storage units, trailers, vehicles, etc. from entering and/or staying within the Team Village if deemed unsafe for participants.
- Quiet time begins at 10PM! 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.
- Unless your tent has a specific, enclosed space for bicycles, please make sure that all team members drop off their bikes at the bike compound.
- Do not set up private sleeping tents next to the team tent. These tents need to either be located inside your team tent or in the designated camping area.

THANK YOU FOR YOUR ASSISTANCE IN HELPING MAKE THE TEAM VILLAGE A GREAT EXPERIENCE FOR EVERYONE!

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			_____

TEAM VILLAGE ORDER FORM

2012 BIKE MS: COX ATLANTA RIDE

- **All tents, tables & chairs MUST by reserved by Friday, August 24, 2012.**
- The official tent company will deliver and setup all rental tents & equipment to the overnight location in Callaway Gardens by Friday, September 14, 2012 at 4pm.
- A $15 set-up and delivery service charge will be added to the total cost of the order.
- A bill from the official tent company will be sent to the billing address provided below immediately following the event. Payment will be made directly to the tent company.

Please Complete the Order Form on pages 9 & 10:

TEAM INFORMATION

TEAM NAME: _____

COMPANY NAME (IF DIFFERENT): _____

TEAM CAPTAIN NAME: _____

PHONE NUMBER (WORK):_____

PHONE NUMBER (ALTERNATIVE):_____

E-MAIL ADDRESS: _____

BILLING INFORMATION:

BILLING NAME: _____

BILLING ADDRESS: _____

BILLING CONTACT NUMBER: _____

I certify that I have read and understand the Alcohol Policy on Page 6 as well as the Team Village Rules & Regulations on Page 7 of this Guide and agree to abide by all rules.

Signature _____

DEADLINE TO TURN IN FORM:
Friday, August 24, 2012
Fax pages 9&10 to: 678-672-1015
Attention: Cara Reeve

Questions?
678-501-6621 or cara.reeve@nmss.org

TEAM VILLAGE ORDER FORM

2012 BIKE MS: COX ATLANTA RIDE

ITEM	UNIT COST	QUANTITY	TOTAL
STEP #1: TENT			
10x10 Hi-Peak Tent	$120.00	_____	_____
10x20 Hi-Peak Tent	$240.00	_____	_____
15x15 Hi-Peak Tent	$265.00	_____	_____
20x20 Hi-Peak Tent	$337.00	_____	_____
20x30 Hi-Peak Tent	$478.00	_____	_____
20x40 Hi-Peak Tent	$604.00	_____	_____
30x30 Hi-Peak Tent	$640.00	_____	_____
STEP #2: TABLES & CHAIRS			
Rectangle Table (6'x30")	$8.00	_____	_____
Rectangle Table (8'x30")	$8.50	_____	_____
Round Table (36")	$8.50	_____	_____
Round Table (48")	$8.00	_____	_____
Round Table (60")	$8.50	_____	_____
Folding Chairs	$1.00	_____	_____
STEP #3: ADDITIONAL ITEMS			
Lighting (40' Strand Globe Lights, 4 amps)	$52.50	_____	_____
Pedestal Fans (2.5 amps each)	$52.50	_____	_____
Disposable Table Covers (6 ft)	$3.00	_____	_____
Disposable Table Covers (8 ft)	$4.50	_____	_____
Coolers	$47.25	_____	_____
Trash Cans	$15.75	_____	_____
*Extention Cord (50 ft)	$10.50	_____	_____
*Extention Cord (100 ft)	$15.75	_____	_____

*Each Tent requiring Generator Access is required to have at least one 50' extention cord - you may provide your own. If you will be utilizing more than one item requiring electricity, please bring a power strip or bring/rent additional extention cords.

STEP #3: ADDITIONAL ITEMS

Generator Access $50 *(per 20 amps)* _____ _____

*If you need more than 20amps of power you may either pay for additional lines or supply your own. If you will be running items off the generator, not listed on this order form, please specify the following:

Items: _____ Total Amps Needed: _____ Total Wattage Needed: _____

SUBTOTAL	_____
SALES TAX 7%	_____
SERVICE CHARGE	**$15.00**
TOTAL	_____