

2009 Bike MS: Tour de Farms

Team Village Guide



**Step-by-Step Guide for Ordering, Building and
Supporting Your Team Tent in the
2009 Bike MS: Tour de Farms Team Village**



Welcome to the Team Village!

Thank you for Joining the Movement in such a big way to create a world free of MS! We realize and appreciate the tremendous effort demonstrated by the volunteers that assist you, the donors who write the checks, the family members who support your training and fundraising and to those with MS who motivate and inspire us to continue to work together for a cure. It's a gathering place where you can meet and celebrate your group's accomplishments with all of your friends, family, supporters and cyclists during the bike tour and to gear up for the next day's ride!

This is what the Team Village is all about. Read through this Team Village Guide, and you will learn how you can create your own team's experience. If you have questions that this manual doesn't address, please call me and I will assist you.

Nirvana Cobb
Bike Team Coordinator
312.423.1144
Nirvana.cobb@ild.nmss.org



Inside This Guide:

- What is the Team Village?
- Commitment and Volunteer Positions
- Things to Bring
- Food & Vendor Ideas
- Team Tent Contest!
- Good Neighbor Policy
- Sample Budget
- Team Tent Order Form



What is the Team Village?

The Team Village is “the” place for teams and their members to be throughout the 2009 Bike MS: Tour de Farms weekend (when not out cycling, of course!). Located near the Northern Illinois University (NIU) Convocation Center, the Team Village is where each team can set up and decorate a tent for team members, family, friends, co-workers and supporters to gather and celebrate your ride!

How it Works

Teams rent tents, tables, chairs and generators (if desired) through the National Multiple Sclerosis Society, which are set up for the teams near the NIU Convocation Center in the Team Village. The rest is up to the individual team. Teams can get donations of food to hand out to their team, solicit massage therapists for their team members, have volunteers decorate and much more.

Advantages

- **Centrally located** – The Team Village will be the centerpiece of Bike MS this year, so your team will have easy access to all the amenities for the event weekend.
- **Generates excitement** around your team, your supporters and your company at the Bike MS: Tour de Farms event.
- **Leadership opportunity** for your designated “Tent Captain” volunteer. That person would be responsible for:
 - Organizing a group of volunteers who will choose the theme and décor for your tent.
 - Planning special perks, like great snacks & beverages, comfy chairs, a portable hot tub, sleeping cots, your very own massage therapists and other great ideas they might think of!! (See the “Volunteer Positions” section for more on this important role.)
- **Includes families** of team members and co-workers by having them volunteer to operate the tent.
- **Team sponsor opportunity** – invite your sponsors to be present in the tent to hand out their products, coupon or flyers to your members. Bring sponsor guests to your team tent to experience the excitement of the event, encouraging their continued sponsorship and possibly recruiting them to your team.



Team Commitment

Teams must rent the tent, chairs, tables and generators. Teams interested in having these *must* order them from the National MS Society by filling out the attached order form and submitting payment no later than **MAY 29, 2009**.

Teams are also responsible for ordering and transporting their own items and cleaning up their tent space after the event.

OUR Commitment

The chapter commits to establishing a dedicated 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 day at the Team Village to answer questions, provide assistance and help the team volunteers have a great time as they cheer on all the team riders.

Building Your Team Tent in the Village

In order to ensure a successful Team Village tent, the first thing you need to do is get some help! A wise person once said, “The less a person is in charge of, the more successful they are.” 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 that would like to be involved but don’t ride? Do you ride for someone with MS that would like to be part of the event? Is there a major donor you would like to have involved in a larger way? The Team Village provides opportunities for all of these and more.

Sample 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 lead volunteer meetings and organizing activities. Overall, the captain coordinates all the activities in and around your tent and those of the lead volunteer(s). This person should be organized, enthusiastic and a lot of fun! 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 – The Volunteer Coordinator helps the tent captain recruit volunteers for the event, communicates volunteer jobs clearly, and organizes the volunteers on the day of the event.

Food & Beverage Coordinator – The Food and Beverage Coordinator works within your budget to provide food and beverages in the tent. Whether it’s family members bringing their Weber grill from home or a full-on catered affair, this volunteer is the go-to person for all things edible!



Décor Coordinator – The most creative job in the bunch! The Décor Coordinator decides on a theme, organizes decorations and communicates the theme to all others involved to really make it pop! They bring the fun and flair to your tent.

Entertainment Liaison – Every good party has music, and a truly great TeamMS tent has a private massage area! Go all out with a DJ or band, or just bring a boom box and CD's from home. Other entertainment ideas include coordinated games, limbo, hot tubs, big screen TVs and computers (for Internet browsing, printing digital pictures, to showcase your team's Web page, etc.) Let your 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, do not underestimate the importance of your Detail Team! This is a great job for teenage children with lots of energy to burn while waiting for mom and dad to come in on their bikes!

Photo/Videographer – Make the memories last! Capture them on film, then load onto Yahoo!Pics or some other Web site for sharing. Know someone with a great video camera? Capture the festivities in motion, then create a souvenir video for team members or to use when recruiting more folks to your team for next year's event!

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 stuff. This person can also handle transportation of team members to local hotels, and some teams in the past have coordinated the transportation of their own team luggage (so that they didn't have to sort through the entire event's luggage).

Cheering Section – Never underestimate the power of hearty congratulations or a big smile and applause greeting riders as they cross the finish line and as they join their team in the village! This is a job for anyone of every age! Bring the bubbles, noisemakers and lots of energy for this fun and festive job!

Fundraising Coordinator – Team volunteers can help your team raise money before the event as well. By organizing fundraising activities, this position will help your volunteers feel the importance of their role as part of the team throughout your Bike MS experience.



THINGS TO BRING

The tents, chairs, tables and generators that you order will be set up at the overnight for you, but there are some fun extras that your team members will want to bring with them.

- Arrange for your own team massage therapist. If you weren't the best captain already, you will be now!
- Company paraphernalia to hand out to team members or other riders, *i.e.* key chains, stickers, beads, etc. Don't forget corporate banners, mascots, and showcase pieces to market your organization across the whole tour.
- Decorations for the tent decorating contest (see rules)
- Disposable cameras and/or video cameras
- Comforts for the outdoors: Bug Spray, Sun block, Hand Sanitizer, Towels, Drink Tubs or Kiddie Pools, etc.
- Bring an equipment box: zip ties for banners, duct tape, scissors, a knife, hammers, markers, poster board, extension cords, trash bags and gloves.
- Frisbee, Bocce ball or other active games
- Pack a deck of cards or other board games. The Book of Questions is a fun book to use if your teammates don't know each other very well.
- Noisemakers to welcome your teammates as they arrive from the ride
- Food and Beverage (See *Food/Menu Ideas*)
- Additional rentals, such as electronics or party gear (See *Vendor Ideas*)
- Bring in cots and order a portable air conditioner to make your team tent a sleeping tent.
- Rent your own port-a-potty (see Team Tent Order Form for pricing and order instructions).



FOOD/MENU IDEAS

The 2009 Bike MS: Tour de Farms provides drinks and snacks along the route, as well as breakfast, lunch and dinner, but many teams want to provide their own snacks or meals for team members and supporters hanging out in the tent. This is a great way to make your team the envy of the rest of the Team Village, as your team members chow down on a delicious catered meal while everyone else waits in line. Some ideas to consider:

- Go with your theme: A Hawaiian theme begs for pineapple and roast pork, while a Western theme would indicate a need for barbeque and beer.
- Sandwich Bar complete with buns, deli meats and cheeses, and all the fixings. Make your own party sub by bringing a large baguette or two, slicing it length-wise horizontally then filling it up with all of your fixings and cutting it into individual sizes
- Grill anyone? Bring out the grill for some burgers, veggie burgers, brats, etc. ***Note: Tents with grills must also have a fire extinguisher.***
- Cut-up fruit and veggies are a great, refreshing treat after a long ride.
- Don't forget the salt! Everyone loves chips, pretzels, popcorn, salsa and all that other snacky stuff.
- After all that salt you may be craving sweets! Bring brownies, cupcakes, cookies or candy for dessert. You've burned enough calories today and deserve a little treat.
- Beverages and ice
- 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!



VENDOR IDEAS

You get your tent, tables, chairs, and generators from us, but the sky is the limit on what else you can bring. Here is a list of vendors that might be helpful in meeting your team tent needs. The National Multiple Sclerosis Society does not provide any guarantees on these companies. You are responsible for your orders, payments, deliveries and pick-ups.

PLEASE NOTE: Do not place orders for tents, tables, chairs, port-a-lets, sidewalls or generators with an outside vendor. This is to avoid confusion and mistakes with deliveries and pick-ups. Only one vendor is approved to set up tents, tables, chairs and generators for the 2009 Bike MS: Tour de Farms.

CAVCOMM Corporation

Website: <http://cavcommcorp.com/>

Phone: 847.675.4441

Fax: 847.675.4422

Location: Skokie, Ill.

Product: Audio/Visual equipment, LCD projectors, projectors, large screens, microphones, speakers, plasma screens and more.

Chicago Party Rental

Website: www.chicagopartyrental.com

Phone: 708.485.564

Fax: 708.352.0909

E-mail: pbrogmus@chicagopartyrental.com

Location: McCook, Ill.

Products: All your party rental needs

Events Chicago

Phone: 773.775.5000

Fax: 773.775.3403

Location: Chicago

Product: Can provide an array of special event equipment, including dance floors, staging, pipe & drape, linens & skirting, china & glassware, disposable party goods and more.

House of Rental

Phone: Chris Wright, 847.677.2010

Fax: 847.677.3790

Location: Skokie, Ill.

Products: Unlimited party inventory



M & M The Special Events Company

Website: www.mmspecialevents.com

Phone: 630.871.9999

Fax: 630.871.8035

Location: Carol Stream, Ill.

Products: Everything you need to make your tent a premium affair

Meeting Tomorrow

Website: <http://www.meetingtomorrow.com/index.htm>

Phone: 877.633.8866

Product: Rental of audio visual equipment, including sound systems, speakers, mixers, microphones, cd players, dvd players, vcr players, projectors, screens, digital video cameras, flat panel monitors and accessories.

Party Supplies By Vicki

Website: www.partysuppliesbyvicki.com

Phone: Vicki Goodman, 877.532.1583

Location: Glenview, Ill.

E-mail: vicki@partysuppliesbyvicki.com

Products: Banners, paper goods, balloons, costumes, inflatables, noisemakers, piñatas and more.

Taylor Rental

Phone: Brian Christenson, 847.949.0500

Location: Mundelein, Ill.

Products: Accessories to make your tent fabulous, as well as party rentals (moonwalks, dunktanks, etc.)

The Fun Ones

Phone: Joni Spata, 630.495.3200

Fax: 630.203.1644

Location: Addison, Ill.

Product: Party rentals, including moonwalks, obstacle courses, frozen drink machines, popcorn, cotton candy, snow cones, nachos, carnival games, costumes and more.

Theme Parties & More

Website: themepartiesandmore.com

Phone: Julie Connolly, 815.735.5245

Location: Chicago

Email: julie@themepartiesandmore.com

Products: Banners, paper goods, balloons, costumes, inflatables, noisemakers, piñatas and more.

Wilson Rental

Phone: Bob Wilson, 708.799.5533

Fax: 708.326.4706

Location: Mokena, Ill.

Products: Stages, dance floors, carnival games, grills, catering equipments and more.



TEAM TENT DECORATING CONTEST

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

Who wants to sit around 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! This year we welcome you to participate in the first **Great Team Tent Decorating Contest!**

RULES

- Your team is responsible for bringing their own decorations and for taking them home again.
- Flames and explosives are not festive. (And they're not allowed!)
- Please don't damage the grounds – we need the owners to invite us back!
- Remember that people of all ages will be at the tour – please decorate in good taste.

Use creativity to make your tent look unique, not like everyone else's. A panel of judges will be visiting each tent between **3 and 4 p.m. on Saturday, June 13**. A prize will be awarded to the team whose tent has the most flair.



GOOD Neighbor Policy

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

- Quiet time begins at **10 p.m.!**
- We encourage teams to provide their own entertainment, including music or video, but please respect your neighbors when deciding on volume.
- No open fires (i.e. bonfires) are allowed. If your tent has a grill, you must have a fire extinguisher, and must grill outside of your tent.
- Please keep trash and other items out of the main walkways.
- Unless your tent has a specific, enclosed space for bicycles, please make sure that all team members drop off their cycles at bike parking.
- 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.
- Set up and tear down crews must abide by the timelines available to tent captains. We need to keep delivery trucks out of the Team Village during high traffic time, to avoid injury to our participants and volunteers.
- Tent locations will be assigned by event staff. No moving your tent once it is set up. Also, no outside vendors for tents, tables, chairs and generators are allowed.
- A complete list of rentals and deliveries must be provided to the Society by **MAY 29, 2009** so we can allow enough space around your tent to accommodate your needs. This is also helpful so we know what companies will be coming in and out of the Team Village.

Thank you for your assistance in helping make the overnight 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 have all of these items or just a few – it is up to you!

ITEM	Price/Unit	Quantity	Total
Tent	_____	_____	_____
Tables	_____	_____	_____
Chairs	_____	_____	_____
Snacks	_____	_____	_____
Beverages	_____	_____	_____
Ice	_____	_____	_____
Dinner	_____	_____	_____
Serving ware	_____	_____	_____
Generator	_____	_____	_____
Decorations	_____	_____	_____
Massage Therapists	_____	_____	_____
Port-a-potties	_____	_____	_____
Volunteer t-shirts	_____	_____	_____
Entertainment	_____	_____	_____
Giveaways	_____	_____	_____
Trash bags	_____	_____	_____
Banner	_____	_____	_____
		TOTAL	_____