

BIKE MS: 2011

# TEAM VILLAGE GUIDE



bike  
**MS**  
30th Anniversary  
Tour de Farms  
Ride 2011

Hearts & Sharks, Bike MS: 2010



# 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 Elizabeth Combs, Manager, Team and Corporate Relationships at: 312.423.1156 or [Elizabeth.Combs@nmss.org](mailto:Elizabeth.Combs@nmss.org).

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Roomplace Riders, Bike MS: 2010



## WHAT IS THE TEAM VILLAGE?

The Team Village is the centerpoint of Bike MS 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, have volunteers set up decorations and much more.



# ADVANTAGES

- Be centrally located — The Team Village will be the heart of the Bike MS event, 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! Go all out with a DJ or band, or just bring an iPod or stereo and CD's from home. Other entertainment ideas include coordinated games, massage therapists, and hot tubs. Let the theme guide the ideas.



## VOLUNTEER POSITIONS (CONT.)

### ■ 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. See order guide for pricing.





# FOOD & MENU IDEAS

Bike MS: Tour de Farms provides drinks and snacks along the route, as well as hot breakfast on Sunday, lunch, and dinner, but many teams want to provide their own snacks or meals for team members and supporters hanging out in the 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.  
**Note: All tents with grills must have a fire extinguisher in the tent. No open flames directly under you tent please.**
- 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 that you deserve a little treat.
- Beverages and ice.
- Take a load off and have your meal or snacks delivered. Below you will find local DeKalb eateries:

## LATE-NIGHT FOOD DELIVERY

Please have all deliveries directed to the Northern Illinois University Convention Center, by the "bell" located near the registration entrance at the convocation center.

- |   |  |
|---|--|
| ■ <b>Tom &amp; Jerry's</b><br>815.758.1675   Deliver till 3:00 AM Fri & Sat<br><a href="http://www.tomandjerrysdekalb.com/">http://www.tomandjerrysdekalb.com/</a>                      | ■ <b>Pizza Pros</b><br>815.758.4776   Deliver till 3:00 AM on Fri & Sat<br><a href="http://pizzaprosdekalb.com/">http://pizzaprosdekalb.com/</a>                                   |
| ■ <b>Lukolos</b><br>815.758.2452   Deliver till 4:00 AM on Fri & Sat<br><a href="http://www.allmenus.com/il/dekalb/16741-lukolos/">http://www.allmenus.com/il/dekalb/16741-lukolos/</a> | ■ <b>World Famous Pizza</b><br>815.756.8718   Deliver till 1:00 AM on Fri & Sat<br><a href="http://jbsworldfamouspizza.com/home.html">http://jbsworldfamouspizza.com/home.html</a> |
| ■ <b>Jimmy John's</b><br>815.756.6004   Deliver till 12:00 AM on Fri & Sat<br><a href="http://www.jimmyjohns.com/menu/menu.aspx">http://www.jimmyjohns.com/menu/menu.aspx</a>           |  |

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



# VENDOR SUGGESTIONS

You get all of 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: Please 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 Bike MS: Tour de Farms.***

- **CAVCOMM Corporation**  
Website: <http://cavcommcorp.com/>  
Phone: 847-675-4441 | Fax: 847-675-4422  
Location: Skokie, IL  
Product: Audio/Visual equipment, LCD projectors, projectors, large screens, microphones, speakers, plasma screens, and more.
- **Chicago Party Rental**  
Website: [www.chicagopartyrental.com](http://www.chicagopartyrental.com)  
Phone: 708-485-8564 | Fax: 708-352-0909  
Location: McCook, IL  
Products: All your party rental needs
- **House of Rental**  
Phone: 847-677-2010 | Fax: 847-677-3790  
Location: Skokie, IL  
Products: Unlimited party inventory
- **M & M The Special Events Company**  
Website: [www.mmspecialevents.com](http://www.mmspecialevents.com)  
Phone: 630-871-9999  
Location: Carol Stream, IL  
Products: Everything you need to make your tent a premium affair
- **Taylor Rental**  
Email: [info@taylorrentalsmundeline.com](mailto:info@taylorrentalsmundeline.com)  
Phone: 847-949-0500  
Location: Mundelein, IL  
Products: Accessories to make your tent fabulous, as well as party rentals (moonwalks, dunktanks, games, etc.)
- **The Fun Ones**  
Phone: 630-495-3200  
Location: Addison, IL  
Product: Party rentals, including moonwalks, obstacle courses, frozen drink machines, popcorn, cotton candy, snow cones, nachos, carnival games, costumes, and more.



# 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 10 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.
- Unless your tent has a specific, enclosed space for bicycles, please make sure that all team members drop off their bikes 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 Society by **May 15th 2011**, 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.

# VEHICLE UNLOADING POLICY

- There are no cars permitted in Team Village during Bike MS. All vehicle unloading will be Friday 24, noon – 8 p.m. Sunday 26, – 9 a.m. - 6 p.m. Team Village closes at 6 p.m. on Saturday.
- **Vehicle unloading will take place in a specified area and will be noted on the site layout available to you mid-May. Absolutely no vehicles will be allowed to drive into the Team Village during the Bike MS weekend.**
- Volunteers along with golf carts and dollies will be available to provide you help to unload. The unloading times are as follows:
- Load out will begin on Sunday morning at 9 a.m. and go till 6 p.m. at which time Bike MS village will be closed. Volunteers along with golf carts and dollies will be available to provide you with help to load out.
- If you have any questions regarding loading/unloading policies or special assistance please contact Elizabeth Combs at 312.423.1156 or Elizabeth.Combs@nmss.org.



# TEAM VILLAGE AWARDS

## 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!

We know that your team is overflowing with spirit and fun so go head and show it. We dare you!

This year we welcome you to participate in the fourth annual 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.
- Please don't damage the grounds – we need them to invite us back.
- Remember that people of all ages will be at the tour – please decorate in good taste

Use your creativity to make your tent look like yours, not everyone else's. All Bike MS participants will have the opportunity to vote to determine the best decorated team tent. Voting will be open on Saturday; so please plan to have your tent decorated by noon on Saturday June 25th. The winner of the Best Decorated Team tent will be awarded to the team whose tent has the most flair during the overnight.

## TEAM JERSEY CONTEST

Does your team jersey scream personality? If it does, join us at the overnight program and strut your stuff. To enter the team jersey contest contact Elizabeth Combs at [Elizabeth.combs@nmss.org](mailto:Elizabeth.combs@nmss.org) before Bike MS or in person at Bike MS. The Team Jersey contest will take place at the evening program and the winner will be decided by participant applause.

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 ( <i>utensils, cups, plates</i> )	_____	_____	_____
Generator	_____	_____	_____
Decorations	_____	_____	_____
Massage Therapists	_____	_____	_____
Port-a-potties	_____	_____	_____
Volunteer t-shirts	_____	_____	_____
Entertainment	_____	_____	_____
Chotskis for team members	_____	_____	_____
Trash bags/cans	_____	_____	_____
Banner	_____	_____	_____
<b>TOTAL</b>			_____

<<Indicate what items can be rented through the Chapter, what needs to be secured by the team and what is provided to the team by the Chapter for meeting fundraising/recruitment goals>>



1 800 344 4867 | [bikeMS.org](http://bikeMS.org)

