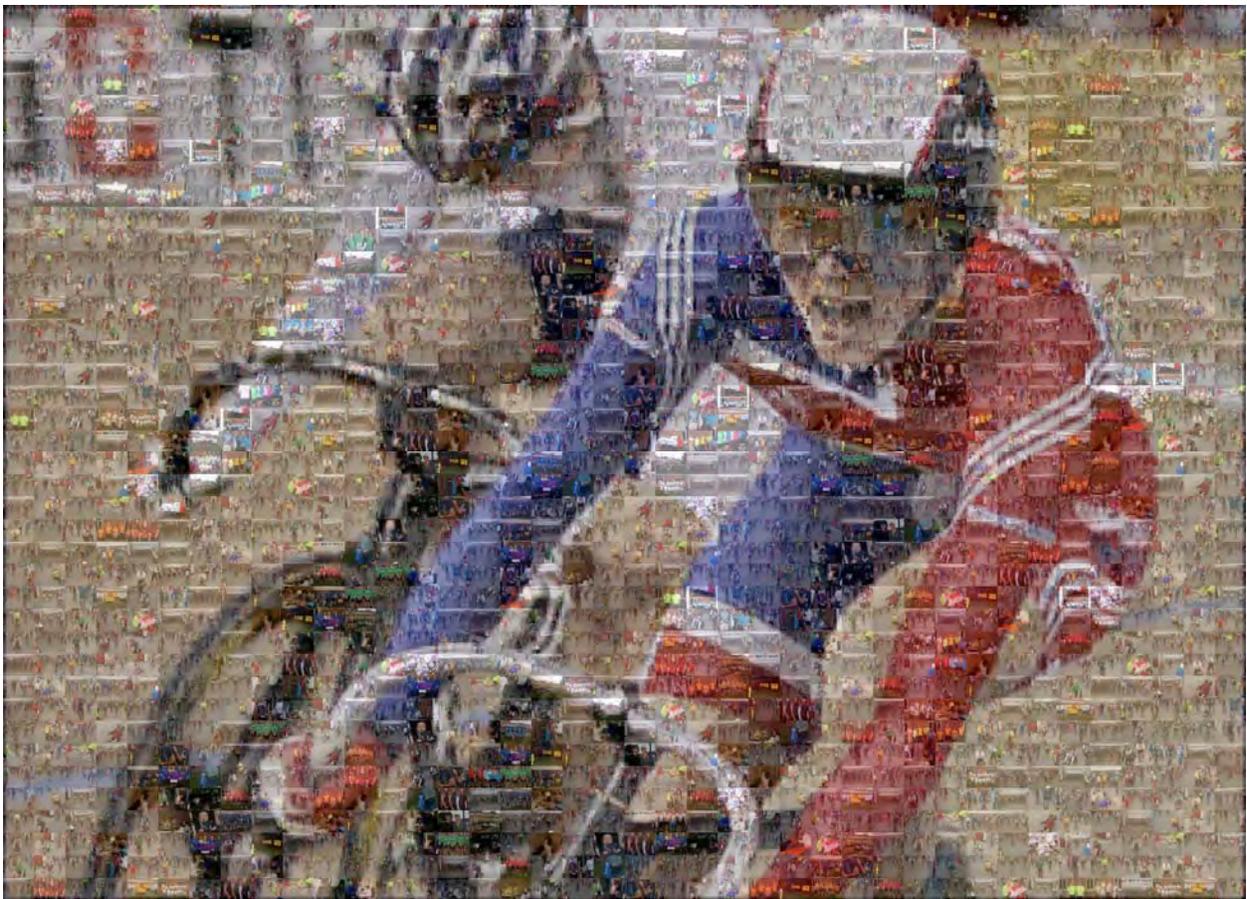


Team Village Guide for Bike to the Bay



Together, our images form a mosaic of Bike to the Bay memories. Let's team up again in 2011 to create a world free of MS.

Welcome to the Team Village!

It is our honor to invite you to join us. We know it takes a village of people to support your team for Bike to the Bay. From the volunteers who 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... everyone is working together to bring us closer to a world free of MS.

Everyone can and should come to the party to celebrate!

And what better way to celebrate your team's accomplishment than to gather all your friends, family, supporters and team members under one tent at the event to toast your team's victory!

That is what the Team Village is all about, and we hope this Team Village Guide will assist you in putting together your team's tent. If you have questions not answered here, please don't hesitate to call us. We are here to support you!

Sincerely,

Holly Maddams

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Development Director
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What is the Team Village?

The Team Village is a group of tents placed near the finish line of Bike to the Bay for teams and their members. A tent in the Village is a great place for team members, family members, co-workers and friends to celebrate Bike to the Bay. Our top 3 fundraising teams from the 2010 Bike to the Bay, along with a few lucky teams that won Team Weeks or Blitz Days, will have tents in the Village provided by the Delaware Chapter. This year, any additional team that would like to provide their own tent in the Village should contact Linda Kurtz at 302.655.5610 to reserve a space. Tent spaces are limited and will be provided on a first come, first served basis.

How it Works

Unless the Delaware Chapter has awarded the team tent as a prize, it is up to the team to provide the tent structure. The rest is up to the individual team! Teams can get donations of food, solicit massage therapists only for their team, 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 Bike to the Bay finish, 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:
 1. Organizing a group of volunteers who will choose the theme and décor.
 2. Planning special perks like great snacks & drinks, comfy chairs, a portable hot tub, your very own massage therapists and much more!!
(see Volunteer Positions for more on this important job!)
- Involve families of team members and co-workers by having them volunteer to operate the tent.
- Allow team sponsors to be present in the tent to hand out their products, coupons or flyers for their business. Note: These items may only be handed out in your tent, not throughout the village.
Invite any individual sponsors of your team to come to your tent to experience the excitement and possibly recruit them to your team for next year's ride!



Team Commitment

Unless the team has won a tent from the Delaware Chapter, the team is responsible for providing its own tent. Teams must also bring their own chairs and tables, and are responsible for transporting their own items within the designated times. Teams are responsible for cleaning up their tent space and leaving the area exactly as it was prior to the event. Teams that do not clean-up their tent area will be not be permitted to reserve space in subsequent years.

Our Commitment

The chapter commits to establishing a great area for the Team Village. 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 Team

In order to ensure a successful Team Village tent, the first thing you need to do is get some help! If you are a team captain, you are already 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?

Volunteer Positions

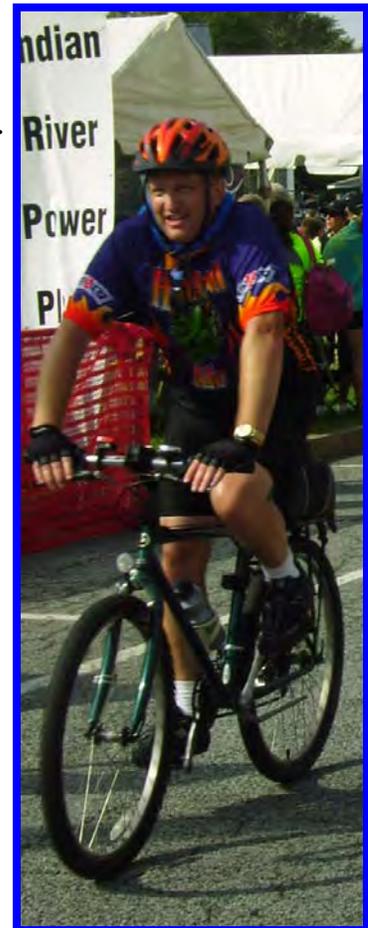
Tent Captain – The tent captain is the heart and soul of a good tent and their work begins long before the event, with meetings of lead volunteers and organizing activities. Overall the captain coordinates all the activities in and around your tent and the lead volunteers. This person should be organized, enthusiastic, and creative! 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 & Beverage Coordinator – Works with your budget to coordinate food and beverages in the tent. Whether it's family members bringing their 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! Decides on a theme, organizes decorations and communicates the theme to all others involved.

Entertainment Liaison – Every good party has music, and a truly great team 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, and hot tubs. 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

- Tents, chairs and tables! These are essentials. If you are one of the lucky teams being awarded a team tent from the chapter, you tent will be set up for you ahead of time, but there are some fun extras that your team will want to bring with them.
- Arrange for your own team massage therapist. If you weren't the best captain already, you will be with this great addition!
- 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!
- Stuff for fun activities like Frisbee, bocce ball, decks of cards, or other games!
- Noisemakers to welcome your teammates as they arrive from the ride!
- Food (see Food and Menu ideas)! What's a party without food?
- Really treat your team and rent your own port-a-potty! Contact 5 J's Sanitation at 302.945.7086 for more information about this.
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Food and Menu Ideas

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 indicate a need for 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 fire extinguishers in the tent!**
- Sweets! Bring brownies, cupcakes, cookies or candy for dessert.
- Beverages and ice
- Or, take a load off and have your meals catered! Try Jimmy's Grill and Catering at 302.337.7575. They are a southern Delaware favorite!

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

Alcohol Policy

Serving alcohol in our Team Village requires everyone to act responsibly. Please follow these 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.



Best Team Tent Decorating Contest!

Your team has worked really hard up to this point in fundraising, recruiting team members, and, oh yeah...RIDING YOUR BIKES! But the fun isn't over once you reach the finish line!

No one wants to sit around in a tent with no personality, so show us your team spirit! Make your team tent the best it can be and you'll have a shot at winning the Best Team Tent contest! Remember, the sky is the limit so be creative!!

Rules:

1. Your team is responsible for bringing your own decorations and taking them home with you at the end of the celebration.
2. Flames and explosives are NOT festive (and also not allowed).
3. Please don't damage the grounds
4. Remember that people of all ages will be at the ride, so please decorate in good taste.

A top secret panel of judges will be making the rounds around the Team Village to determine which tent is truly the Best. Show them what you've got!

Good Neighbor Policy

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

- Quiet time begins at 9:00 PM! That means shutting down generators too.
- No open fires (i.e. bonfires) are allowed! If your tent has a grill, it must ALSO have a fire extinguisher.
- 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.
- At the conclusion of the event, please clean-up your tent area, leaving it exactly as it was prior to the event.

Thank you for your assistance in helping make the Team Village a great experience for everyone!



Sample Team Tent Budget

To help you plan 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—use it as a guide!

<u>Item</u>	<u>Price per</u>	<u>Number Needed</u>	<u>Total</u>
Tent			
Tables			
Chairs			
Snacks			
Beverages			
Ice			
Serving Ware			
Generator			
Decorations			
Massage Therapists			
Port-a-Potties			
Volunteer T-Shirts			
Entertainment			
Team Give-Aways			
Trash Bags			
Banner			
TOTAL:			

