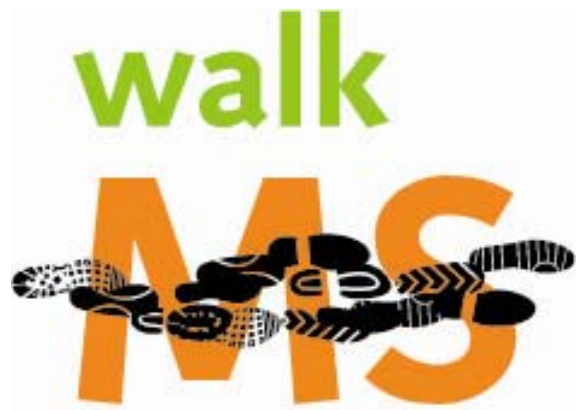


First Coast
2009



Pensacola
2009

Tent Village Guide

Welcome to the Tent Village!

Consider this your formal invitation to the biggest and best party the First Coast and Pensacola have ever seen: Walk MS Tent Village 2009! I know how hard you and your team members work year-round training for Walk MS North Florida. You motivate each other to cross the finish line and you are helping to create a world free of MS through your tireless efforts as fundraisers.

Think of the Tent Village like a giant pat on the back for your team to tell them, 'Well done!' Tent Village is THE place to be at the Finish Line!

This step-by-step guide is here for you and your team to outline everything about Tent Village, from appointing a Tent Captain and committee to themes and everything in between! Have additional questions or need clarifications? Call me! I'm here not only to help your team succeed at Walk MS, but to have a spectacular time in the Tent Village, too!

All my very best,

Emily Rouse
Teams Manager
emily.rouse@fln.nmss.org
904-332-6810

And Take a look at some great tents from our Bike MS Tent Village:



What is the Tent Village?

The Tent Village is the best block party you have ever seen, comprised of tents big and small at the Start/Finish Line of Walk MS. 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 can bring their own tent (up to a 12x12 size) or rent tents, tables & chairs through our official Tent Village Vendor, Kirby Rental. Kirby will set up everything for the teams prior to your team's arrival on Saturday morning. The rest is up to you! Teams can get donations of food to hand out to their team, 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 Tent Village!

Advantages

- Be centrally located – The Tent Village will be the centerpiece of the Walk MS this year, so your team will have easy access to the food, entertainment and fun of the walk!
- Generate excitement around your team, your supporters, your company and Walk MS
- 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 & drink, comfy chairs, or portable hot tub
 - Your very own massage therapists and much more!! (See the Volunteer Positions for more on this important position)
- 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, coupon or flyers for their business.
- Invite any individual sponsors of your team to come to your tent to experience the excitement of the event and possibly recruit them to your team.

Team Commitment

Teams must reserve their tent space with Teams Manager Emily Rouse and either bring their own tent (12x12 or smaller) or pay for the rental of the tent, chairs, and tables directly through our Official Tent Village Vendor, Kirby Rental. Teams can place the order of the supplies by filling out the order form by **April 1, 2008** or until **SOLD OUT**. Teams are also responsible for transporting their own items and cleaning up their tent space after the event.

ALL VEHICLES MUST BE CLEARED FROM THE PARKING LOT BY 8 A.M. ON 4/18. Because cyclists start arriving early, we are unable to accommodate **ANY VEHICLES** after 8 a.m. for any reason (even a quick drop-off). There are **NO EXCEPTIONS**. We are working on securing a golf cart to help with the transport and set-up process. Look for more details in future communications.

If you would like to participate, but don't quite have the funding, Team Up! Rent a joint tent with a fellow team for double the fun!

OUR Commitment

The chapter commits to establishing a great area for the Tent Village and ensuring that our tent vendor follows the orders that were placed. Chapter staff and volunteers will be available throughout the day at the Tent Village to answer questions, provide assistance when needed and help the team volunteers have as good of a time as the team riders do.

Building Your Tent Village Team

In order to ensure a successful Tent 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 a part of the event? Is there a major donor you would like to have involved in a larger way? The Tent Village provides opportunities for all of these and more.

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 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 – 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 beverage in the tent. Whether its 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! 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 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. This volunteer can also be the most popular person in the tent if they coordinate to have a masseuse on site. 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! Great job for teenage children with lots of energy to burn while waiting for mom and dad to come in on their bike!

Photo/Videographer – Make the memories last! Capture them on film, then load onto a 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 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 stuff. This person can also handle transportation of team members to local hotels.

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! This is a job anyone of any age can do! Bring the bubbles, noisemakers and lots of energy for this fun and festive job!

Fundraising Coordinator – Your team volunteers can help your team raise money before the event as well. By organizing fundraising activities, this position will help your team volunteers feel like they are an important part of the team all along.

THINGS TO BRING

The tents, chairs and tables that you order will be set up at the overnight for you, 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 Team Captain already, you will be now!
- Company paraphernalia to hand out to team members or other riders, i.e. key chains, stickers, beads, etc.
- Decorations for the tent decorating contest
- Disposable cameras and/or video cameras
- 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 (See Food/Menu ideas)

FOOD/MENU IDEAS

Even though our rest stops provide a lot of food for you along the route, 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. You can order directly from the hotel, which will take care of set-up and breakdown so you don't have to! You'll find the complete menu or available items along with prices attached to this document. Bon appetite!

- 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: All tents with grills must have a fire extinguisher in the tent. You MUST notify Emily at 904.332.6810 if you intend to have a grill so that we may allow ample space for it in accordance with the Fire Marshall rules.***
- Cut-up fruits and veggies are great, refreshing treat after a long day's ride
- Don't forget the salt! Everyone loves chips, pretzels, popcorn, salsa and all that other snacks
- 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

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

Team Tent Decorating Contest

Your team has worked really hard up to this point at fund raising, recruiting team members, and oh yeah...walking! 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 annual Great Team Tent Decorating Contest!

RULES

- Your team is responsible for bringing their own decorations and taking them down.
- Flames and explosives are not festive
- Please don't damage the property-we always want to be invited 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. A panel of judges will be visiting each tent. The top tent will receive the coveted BEST TENT 2009 banner to display at the next year's event. The runners-up will receive a 2nd or 3rd place banner, too!

Good Neighbor Policy

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.

- Please keep trash and other items out of the main walkways and thoroughfare.

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 these items or just a few-it is up to you!

ITEM	Price Per	Number Needed	Total
Tent	_____	_____	_____
Tables	_____	_____	_____
Chairs	_____	_____	_____
Snacks	_____	_____	_____
Beverages (Non Alcoholic)	_____	_____	_____
Beverages (Alcoholic)	_____	_____	_____
Ice	_____	_____	_____
Paper Products (Utensils, Cups, Plates, Napkins)	_____	_____	_____
Decorations	_____	_____	_____
Trash Bags	_____	_____	_____
Banner	_____	_____	_____

Sample Items You May Need

- _____ Tape
- _____ Plates, Knives, Forks, Napkins
- _____ Glasses
- _____ Scissors
- _____ Ribbon
- _____ Water
- _____ Table Drapes
- _____ Balloons, helium, string
- _____ Cutting Boards
- _____ Serving utensils, large knives
- _____ Team Banner
- _____ Route Maps
- _____ Safety Pins

**Questions? Call Team Coordinator Emily Rouse at
904.332.6810 or emily.rouse@fln.nmss.org.
See you at the 2009 Tent Village!**