



# TEAM VILLAGE

## TEAM CAPTAIN GUIDE



walk to  
create a world  
free of MS

# 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 event 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 walk 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 us at: Melissa Powell, Development Manager, at 205.879.8546 or email [melissa.powell@alc.nmss.org](mailto:melissa.powell@alc.nmss.org).



# TABLE OF CONTENTS

- WHAT IS THE TEAM VILLAGE? . . . . . 1
- HOW IT WORKS . . . . . 2
- ADVANTAGES . . . . . 2
- TEAM COMMITMENT . . . . . 3
- OUR COMMITMENT . . . . . 4
- BUILDING YOUR TEAM VILLAGE TEAM . . . . . 4
- VOLUNTEER POSITIONS . . . . . 4
- THINGS TO BRING . . . . . 6
- FOOD AND MENU IDEAS . . . . . 6
- TEAM VILLAGE AWARDS . . . . . 7
- GOOD NEIGHBOR POLICY . . . . . 7
- SAMPLE TEAM TENT BUDGET . . . . . 8

# WHAT IS THE TEAM VILLAGE?

The Team Village is the centerpoint of Walk 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 bring their own or rent tents, tables & chairs through the National MS Society, which are set up 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. 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 the Walk 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 Walk 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, decorations 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 participants, 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 want to walk? 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 participants, but those who support your team and will be available the day of the walk.
- **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 or massage therapists. 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 participant as they cross the finish and join their team. Bring the bubbles, noisemakers and lots of energy for this fun and festive job!



## THINGS TO BRING

- Company flair 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 walk
- Food (see Food and Menu ideas)
- Rent your own port-a-potty.



# FOOD AND MENU ITEMS

The Walk 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 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. (fire extinguisher must be in tent, grill must be 10' away from tent)
- SWEETS! Bring brownies, cupcakes, cookies or candy for dessert.
- Beverages and ice
- 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.*



## TEAM VILLAGE AWARDS

Best Team Tent, Best T-shirt, Best Rookie Team, and Most Team Spirit will be awarded at the Walk and will receive an award to showcase in their team tent!

## 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.

- 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.
- After unloading, all vehicles need to return to the designated event parking area.

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

# SAMPLE TEAM TENT CHECKLIST

To help you plan for your tent this year, here is a sample checklist for your use.

Your team may need all of the list 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)	_____	_____	_____
Decorations	_____	_____	_____
Massage Therapists	_____	_____	_____
Volunteer t-shirts	_____	_____	_____
Entertainment	_____	_____	_____
Trash bags/cans	_____	_____	_____
Banner	_____	_____	_____
<b>TOTAL</b>			_____

Print your own tent, tables, and chairs, or contact Melissa Powell at 205-879-8546 or [melissa.powell@alc.nmss.org](mailto:melissa.powell@alc.nmss.org) for a vendor in your area.

