



An unforgettable ride.



An unforgettable ride.

Team Captain Reference Guide



2010 BP MS 150 Bike Tour TeamMS Staff

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2009 WalkMS sponsored by KBR Staff

Naomi Dingle—Development Manager
(713)394-2988

MS STOPS PEOPLE FROM MOVING.
WE EXIST TO MAKE SURE IT DOESN'T.

JOIN THE MOVEMENT



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2010 BP MS 150 PRIORITY REGISTRATION

Club 300/Top Fundraisers

Priority registration for members of the 2010 BP MS 150 Club 300 begins Monday, Oct. 12. Each Club 300 member will have the opportunity to register and invite two guests to register during this time. Detailed instructions will be included in a communication piece in September that will be sent to all Club 300 members.

Priority registration for individuals who raised a minimum of \$1,000 for the 2009 BP MS 150 will also begin Oct. 12.

Teams/Team Captains

Priority registration for teams will begin Monday, Nov. 2, and end Friday, Nov. 20. Team Captains from qualifying teams, based on overall fundraising and highest average pledge, will register Nov. 2-20. Teams must submit their team rosters to the Lone Star Chapter (teams@nmsslonestar.org) by Thursday, Oct. 15; Captains will receive their 2009 team rosters for review the week of Sept. 14.

Returning Team Captains will have opportunities to register Oct. 12-23. This includes all returning teams from the 2009 BP MS 150, both those that are eligible for team priority registration as well as those that do not qualify. A Lone Star Chapter representative will directly notify Team Captains with specifics in September.

New Teams

New team registration will be available during general registration Dec. 2 and Dec. 5. For more information on how to form a new team for the 2010 BP MS 150, contact newteams@nmsslonestar.org.

General Registration

General registration for the 2010 BP MS 150 opens at 11 a.m. Wednesday, Dec. 2, and 11 a.m. Saturday, Dec. 5. Registration will remain open until a pre-determined limit has been reached on each date. We estimate at least 4,000 registration spots – approximately one-third of all registrations – will be available during general registration.

Timeline

October 12, 2009—Priority registration opens for Club 300 members and two guests

October 12 through November 20, 2009— Priority registration for individuals who raised \$1,000+

October 12 through 23, 2009— All returning Team Captains register (those who are eligible for team priority registration, as well as those who do not qualify)

November 2 through 20, 2009— Priority registration for qualifying teams

December 2, 2009 @ 11 AM— General registration begins and remains open until a pre-determined limit has been reached

December 5, 2009— General registration begins and remains open until a pre-determined limit has been reached

See the 2010 BP MS 150 website www.ms150.org for more details.

REGISTRATION: READ ME FIRST

Important information regarding our new Website

- Only one account is allowed per email address when entered manually
 - Families are no longer able to register the entire group with the same email address unless they register online. The system will return an error when attempting to register with an email address and/or username that is already in use
 - Team names must be re-created for every event. Nothing carries over from an event or from the previous year
 - The first person to register for a team will be prompted to create the team in the system and will become the team captain
 - Team names are not searchable until after at least one person has registered for that team
 - Special URLs that the participant creates for their personal page or team page do NOT carry over to the next event or from the previous year
 - Participants cannot fundraise until they are registered for the event
-

2010 SAFETY AND FUNDRAISING REQUIREMENTS

Failure to comply with these requirements will prohibit participation now or in the future of any Lone Star Chapter events.

- Registration and Transportation fee is non-refundable, non-transferable and do not apply toward the minimum pledge
- All riders must raise the \$400 minimum pledge
- Failure to pay the minimum pledge will prohibit participation now or in the future of any Lone Star Chapter event
- The minimum age to participate is 12 years old by the date of the event
- A parent or adult guardian must accompany riders 17 and younger at all times on the BP MS 150. The maximum ratio of adult-to-child riders is 1:3
- Riders 17 and younger must complete with their guardian the online safety quiz, review of safety brochure and review of special flyer for youth riders and parents
- All riders must submit a signed Waiver Form at a Packet Pick-Up to receive a Rider Packet
- Riders 17 and younger must have the Waiver Form notarized before attending a Packet Pick-Up
- Every rider must wear an approved bicycle helmet
- All riders must obey all state and local traffic laws
- Headphones, cell phones, ear buds, radios and similar audio devices used in, on or around the rider's head are not permitted while riding
- Equipment and accessories attached to a bicycle for transporting children and pets are not allowed. This includes, but is not limited to, bicycle trailers, tag-along or trail-a-bike products, and child carrier seats
- Cyclists are not allowed to transport animals while riding
- Inline skates (Rollerblades) are prohibited

TEAM CAPTAIN TIMELINE

September 2009

- Complete the 2010 Team Captain Profile Form
- Attend the Team Captain Rally on September 23, 1009 at the Houstonian, officially kicking off the 2010 Ride

October 2009

- Contact your jersey vendor to get on the jersey production schedule. Create a jersey design. Artwork and sizes are due at a later date
- Build your Team Committee
- Contact your team's Club 300 Top Fundraisers regarding their priority registration time frame on October 12
- Returning Team Captains register between October 12 through 23
- Set goals for the number of riders and total fundraising proceeds
- Invite a National MS Society team staff member to visit and discuss the MS organization and the benefits of having a team to your company or existing team members"
- Approach potential sponsors
- Enlist those who are not riding to volunteer for team support

November/December 2009

- Priority registration begins for Teams and Team Captains from qualifying teams—November 2 through 20
- New Teams register during general registration on December 2 and 5
- General registration opens on December 2 and 5 at 11 AM
- If your team has 50 or more riders, please make sure you register Ride Marshals. Your 2010 Ride Marshal Chairs are Barron Lozano and Brian Hatt. Please go to the MS150 website for more information
- Send out information on MS150 Recommended Rides

January 2010

- Attend the Team Captain Meeting (Houston/Austin locations and times to be announced)
- January 15, 2010: Tent space and access forms for La Grange and Austin are due. The La Grange Tent Space Form must be faxed to 713-394-7422 (National MS Society). The Austin Tent Space Form must be faxed to 713-394-7422 (National MS Society)



TEAM CAPTAIN TIMELINE (continued)

January 2010 (continued)

- Encourage your riders to participate in the BP MS 150 Recommended Rides and other team trainings
- Plan your food budget
- If you're getting a caterer or massage therapist for ride weekend, make reservations now
- Send out safety, training and maintenance tips to your team
- Check with BP MS 150 Official Bike Stores for additional rides and register your team with an Official Bike store
- Bike Demo Days will be held at the Official BP MS 150 Bike Tour Bike Stores
- If your team has more than 200 registered riders, you qualify for on-site Packet Pick-Up. Call Aaron at 713-526-8967 and press 2 to arrange a Team Packet Pick-Up. Team Pick-Ups must take place between 8 a.m. and 5 p.m. Monday through Friday with a maximum time limit of two hours

February 2010

- Recommended Rides continue throughout the month
- Keep raising funds
- If you did not do it in January, schedule a safety clinic with your local bike stores and your team

March 2010

- Attend the Team Captain Logistics Meetings, Houston/Austin locations, time and places to be announced. Vehicle parking passes will be distributed and tent locations announced
- Packet Pick-Ups begin. Riders MUST attend a Packet Pick-Up. Rider numbers, T-shirts, goodie bags and CHAMPS bandanas are distributed
- Recommended Rides continue
- Letters must be received by TxDOT for teams larger than 50 riders that are starting off site from the Official BP MS 150 starting points.
- Continue fundraising

April 2010

- Very Important: Email Aaron Jean ajeau@NMSSLONESTAR.org if you plan to have a team truck deliver luggage in Austin
- Make a cell phone contact list of all your volunteer coordinators and other important phone numbers for the tour weekend. Email to Aaron Jean at ajeau@NMSSLONESTAR.org
- Arrange last-minute details with team. Follow up with team meeting area instructions
- Remind your team about start time and directions to your team meeting area
- Packet Pick-Ups continue
- Recommended Rides continue
- Continue raising funds

TEAM CAPTAIN TIMELINE (continued)

Ride Weekend

- Friday (Austin Riders): buses leave from Austin (location, times TBA). Transportation is \$35 for each rider and bike, payable by pre-registration. Buses leave once filled. The last bus will leave Austin at 7 p.m. All passengers will be dropped off at the Omni Houston Westside. Bicycles will be taken to Tully Stadium, where they will be safely secured overnight. Packet Pick-Up will be available at the Omni Houston Westside in Houston
- Friday (Houston Riders): visit Official BP MS 150 Bike Stores and Sponsors at the 2009 BP MS 150 Expo from 2 to 10 p.m. at the Omni Houston Westside. Get last-minute items, such as bike seats, jerseys, sunglasses, shorts, tubes, gear bags and helmets. Out-of-town riders can pick up packets and get bikes inspected. Rider packets are not available at the Start Line
- Saturday: plan to arrive at Tully Stadium in Houston or Rhodes Stadium in Katy between 5 and 6 a.m. Drop off your luggage, fill your water bottle, enjoy bagels from Panera Bread and get ready to ride to help 20,000 Texans with MS
- Sunday: begin Day 2 in La Grange and finish in Austin. Invite friends and family to the Finish Line and enjoy a BP MS 150 street festival

After the Tour

- Keep lines of communication open with teammates
- Send thank you notes to all team participants. Call team members when possible to thank them individually for their involvement
- Create survey to get feedback and input for next year
- Remind your cyclists once a week about the pledge deadline
- Use the Team Captain Participation Center to manage and follow-up with your riders regarding to fundraising and meeting individual and team goals
- Plan a team wrap-up meeting or party. Captains can distribute team awards to chosen cyclists and volunteers
- Submit a story to a local newsletter, paper or Web site recapping the BP MS 150, acknowledging top team members, showing team pictures and thanking supporters
- If you enjoy the Houston-to-Austin BP MS 150 Bike Tour, plan to join the other Lone Star chapter BikeMS and WalkMS events throughout the year



MY PARTICIPATION CENTER—HOW TO GUIDE

ACCESSING MY PARTICIPATION CENTER

STEP 1: From the BP MS 150 homepage, select My Participant Center

STEP 2: Enter Username and password to access the center

SETTING UP YOUR PERSONAL WEB PAGE

STEP 1: From My Participant Center select the Personal Page button

STEP 2: Utilize this page to change the template or edit the font and color scheme. To upload photos and change the text for your personal page, select #2 and open the page for editing. Save your changes before you log out

STEP 3: All photo images must be JPEG files smaller than 200KB. To pick a photo from your picture library, click on the browse button to begin your search. After you have selected your photo, click on the upload image button to complete the selection

STEP 4: To edit the text on your personal page, click in the text box and begin typing. After you have made your changes, save them

UPLOADING YOUR ADDRESS BOOK

STEP 1: From My Participant Center, select the Address Book button. You can upload your address book from Outlook, Yahoo, AOL or a generic CVS file. To search for the file you're adding, select the browse button. Once you have selected the correct file, click on the Upload Now button

TRACKING YOUR PROGRESS

STEP 1: From My Participant Center, select the My Progress button

SENDING EMAILS

STEP 1: From My Participant Center, select the Email button. From this section of the center you can send emails to potential donors to solicit donations and send thank you emails to those that have already donated. You can use the template emails or draft your own personal message. You can also send emails to teammates

TEAM CAPTAINS (for Team Captains only)

STEP 1: From My Participant Center, select the My Team button. From this section of the center, you can set up your team's web page, track your team's progress, review and maintain your team roster and email your team members

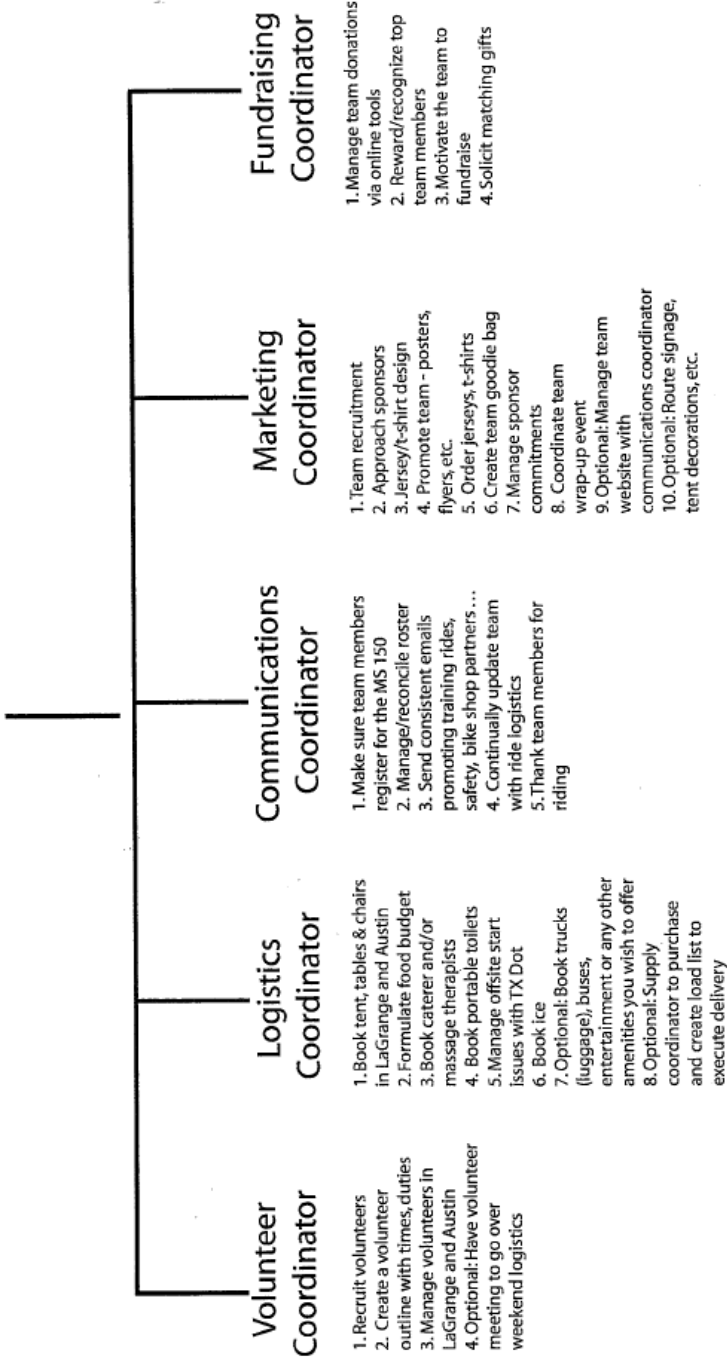
Step 2: Utilize this page to edit text and upload pictures to your Team Webpage. All photo images must be JPEG files smaller than 200KB. To pick a photo from your picture library, click on the browse button to begin your search. After you have selected your photo, click on the upload image button to complete the selection. Save your changes before you log out

Step 3: The Gift Summary and the Team Progress sections provide detailed information and charts regarding your team's fundraising efforts. Review them frequently

Step 4: The Team Roster allows you to maintain a detailed listing of registered team members and their fundraising efforts. From this section you can print your team roster, download the team roster to an outside source and email individuals or the entire team

Team Captain/Co-Captain

1. CEO of team (set goals, manage budget)
2. Liason with MS Society
3. Fundraising guru
4. Customer service leader



2010 Sample Budget

Number of Riders on Team

Amenities	25	50	75	100	150	200
Tent-La Grange	\$ 1,000.00	\$ 1,600.00	\$ 2,100.00	\$ 2,900.00	\$ 3,600.00	\$ 5,200.00
Tent-Austin (one 20x20 = \$350.00)	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 600.00	\$ 600.00
Tables & Chairs	\$ 120.00	\$ 250.00	\$ 350.00	\$ 500.00	\$ 700.00	\$ 1,000.00
Portalets (\$75 each)	\$ 75.00	\$ 150.00	\$ 225.00	\$ 300.00	\$ 375.00	\$ 450.00
Jerseys (\$45.00/jersey)	\$ 1,125.00	\$ 2,250.00	\$ 3,375.00	\$ 4,500.00	\$ 6,750.00	\$ 9,000.00
Rental Van/Truck	\$ 300.00	\$ 300.00	\$ 450.00	\$ 500.00	\$ 500.00	\$ 800.00
Therapists (30 mins/rider)	\$ 750.00	\$ 1,500.00	\$ 2,250.00	\$ 3,000.00	\$ 4,500.00	\$ 6,000.00
Grange (\$15.00/rider)	\$ 375.00	\$ 750.00	\$ 1,125.00	\$ 1,500.00	\$ 2,250.00	\$ 3,000.00
Lunch-Day 1 (\$6.50/rider)	\$ 165.00	\$ 325.00	\$ 490.00	\$ 625.00	\$ 975.00	\$ 1,300.00
Catered Dinner-Austin (\$6.00/rider)	\$ 150.00	\$ 300.00	\$ 450.00	\$ 600.00	\$ 900.00	\$ 1,200.00
T-shirts (\$10.00/shirt)	\$ 250.00	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00
Miscellaneous (these optional costs can include team dinner, snacks, beverages, marketing, signs, goodie bags, Expo costs, training rides,	\$ 900.00	\$ 1,800.00	\$ 2,700.00	\$ 3,600.00	\$ 5,400.00	\$ 6,300.00
Total Cost:	\$ 5,560.00	\$ 10,075.00	\$ 14,615.00	\$ 19,375.00	\$ 28,050.00	\$ 36,850.00

****Note - This is an estimated budget based on the high end of the cost

2010 BP MS 150 OFFICIAL BIKE STORES

Aggieland Cycling - Rod Wagner
(979) 696-9490
www.aggielandcycling.net

Bay Area Schwinn - Larry Parker
(713) 472-6651
www.bayareaschwinn.com

Bay Area Schwinn - Larry Parker
(281) 332-6433
www.bayareaschwinn.com

Beaumont Bicycle Sports - Eric Bender
(409) 860-5959 www.bicyclesports.tv

Better Bikes - Pablo Castano
(281) 812-8423
www.betterbikesonline.com

Bicycle Sport Shop - Chris Carter
(512) 345-7460
www.bicyclesportshop.com

Bicycle Sport Shop - Chris Carter
(512) 477-3472
www.bicyclesportshop.com

Bicycle World and Fitness - Chris Holmes
(281) 556-0923
www.bicycleworldandfitness.com

Bicycle World of West U - Chris Holmes
(713) 529-0140
www.bicycleworldandfitness.com

Bike Barn Katy- Casey Meyers
(281) 492-7433 www.bikebarn.com

Bike Barn Hwy 6 North- Casey Meyers
(281) 463-2200 www.bikebarn.com

Bike Barn Westheimer- Casey Meyers
(281) 558-2234 www.bikebarn.com

Bike Barn Bay Area Blvd- Casey Meyers
(281) 480-9100 www.bikebarn.com

Bike Barn FM 1960- Casey Meyers
(281) 440-3555 www.bikebarn.com

Bike Barn Kirby- Casey Meyers
(713) 529-9002 www.bikebarn.com

Bike Lane - Ken Thurlow
(936) 321-0200 www.bikelanehouston.com

Bike Resource - Wayne Spiller
(281) 367-9495

Bike Route - Cynthia McWhorter
(281) 265-3900

Bike Werks - Brian Hughes
(281) 361-7171

Lone Star Bicycles - Shawn Delagarza
(281) 256-2400
www.lonestarbicycles.com

Northwest Cyclery - Jim Osbon
(713) 466-1240
www.northwestcyclery.com

Nelo's Pro Cycles - Jeremiah Alvarado
(512) 338-0505 nelosprocycles.com

Southwest Schwinn - James McCowen
(713) 777-5333
www.southwestschwinn.com

Spring Valley Bicycles - Jim Osbon
(713) 464-8277
www.northwestcyclery.com

Sun & Ski Sports Westheimer- TJ Jones
(713) 783-8180
www.sunandski.com

Sun & Ski Sports Gessner- TJ Jones
(713) 464-6363
www.sunandski.com

Sun & Ski Sports FM 1960- TJ Jones
(281) 537-0928
www.sunandski.com

Sun & Ski Sports Bay Area Blvd- TJ Jones
(281) 316-1365
www.sunandski.com

Sun & Ski Sports Katy Mills- TJ Jones
(281) 644-6040
www.sunandski.com

Sun & Ski Sports Austin- TJ Jones
(512) 467-2782
www.sunandski.com

West End Bicycles - Daniel Murphy
(713) 861-2271
www.westendbikes.com

Sunday, September 20, 2009	Cy Fair Lions Club Biking for Sight	www.houstoncy-fairlions.org
Saturday, September 26, 2009	The Raven Ride - Huntsville	www.huntsvilleraidenride.org
Sat. & Sun., October 3-4, 2009	Bike MS: Valero Alamo Ride to the River	www.ms150.org
Saturday, October 10, 2009	Pedal Palacios	www.pedalpalacios.org
Sunday, November 1, 2009	Tour de Doughnut	www.tourdedoughnut.com
Saturday, November 7, 2009	Novemberfest Metric Century	www.novemberfestmetriccentury.org
Saturday, November 14, 2009	Independence Ride	www.wallisride.com
Sunday, November 22, 2009	Bike the Bend Ride for Literacy	www.fbendliteracy.org
Sunday, January 24, 2010	Frost Bike 50	www.frostbike50.com
Saturday, January 30, 2010	Bike Through the Forest	www.kingwoodfillies.org
Sunday, January 31, 2010	Ride to the Rescue	www.ridetotherescue.org
Saturday, February 6, 2010	Puddle for the Ducks	www.tx.ducks.org
Sunday, February 07, 2010	CHS Golden Girls Gold Rush Bike Ride	www.chsgoldengirls.com
Saturday, February 13, 2010	Pedaling the Prairie	www.pedalingtheprairie.com
Saturday, February 20, 2010	Humble Lions Ride	www.humblelionsclub.com
Sunday, February 21, 2010	Tri-County Hill Hopper	www.hillhopper.org
Saturday, February 27, 2010	The Bulldog Bike Ride	www.bulldogbikeride.com
Sunday, February 28, 2010	Sun & Ski Sports Spring Breakaway	www.sunandski.com
Saturday, March 06, 2010	Pedal Thru the Pines - Bastrop	www.pedalthrurpines.org
Saturday, March 6, 2010	Gator Ride	www.gatorride.org
Sunday, March 07, 2010	The Continental Airlines Cycling Classic	www.cocyclingclassic.com
Saturday, March 13, 2010	Brookwood Benefit Bike Ride	www.brookwoodcommunity.org
Sunday, March 14, 2010	The Great Escape Bike Ride	www.pearlandcyclingclub.org
Saturday, March 20, 2010	B-GeO Magnolia Miles	www.magnoliamiles.org
Saturday, March 20, 2010	Spokes n' Spurs - Austin	www.spiritreins.org
Sunday, March 21, 2010	Tour de Houston	www.houston specialevents.org
Saturday, March 27, 2010	Schlumberger Education Expedition	www.fortbendisd.com/foundation
Saturday, March 27, 2010	The Rosedale Ride - Austin	www.rosedaleride.org
Sunday, March 28, 2010	Bluebonnet Express	www.northwestcyclingclub.com
Saturday, April 03, 2010	Camp For All Hilltop Ride	www.campforall.org
Saturday, April 10, 2010	Katy Ram Challenge	www.katyramchallenge.com
Saturday, April 10, 2010	Pedal Power Wildflower Ride - Austin	www.hccac.org
Sunday, April 11, 2010	The Space Race	www.space.org
Sat. & Sun., April 17-18, 2010	BP MS 150 Bike Tour	www.ms150.org

2010 ALTERNATIVE TRAINING OPTIONS

AUSTIN

Bicycle Sport Shop (Saturday Rides)
10947 N. Research Blvd.
(512) 345-7460
www.bicyclesportshop.com

Bicycle Sport Shop (Sunday Rides)
517 S. Lamar
(512) 477-3472

BEAUMONT

Beaumont Bicycle Sports
(Wednesday/Saturday Rides)
2770 I-10 East
(409)860-5959

CENTRAL HOUSTON

West End Bicycles (Tuesday/
Thursday/Sunday Rides)
5427 Blossom
(713) 861-2271

Bicycle World of West U (Sunday
Rides)
2519 Rice Blvd.
(713) 529-0140
cory@bicycleworldandfitness.com

COLLEGE STATION

Aggieland Cycling (Saturday Rides)
817 Texas Ave. South
(979) 696-9490
www.brazoscyclists.org

GREATER HOUSTON

Bike Barn (Saturday and Sunday Rides)
6 locations in and around Houston
www.bikebarn.com

KATY

Sun & Ski Sports (Saturday Rides)
5000 Katy Mills Circle
(281) 994-5291

NORTH HOUSTON

Bike Werks (Saturday Rides)
4554 Kingwood Dr.
(281)361-7171

NORTHWEST HOUSTON

Northwest Cyclery (Saturday Rides)
17458 NW. Freeway
(713) 466-1240
www.northwestcyclery.com

Bike Lane

376 FM 1960 West
(281) 440-6100
www.bikelanehouston.com

PEARLAND

Pearland Cycles (Saturday/Sunday Rides)
www.pearlandcyclingclub.org

SOUTHWEST HOUSTON

Southwest Schwinn (Saturday/Sunday
Rides)
6607 South Braeswood
(713)777-5333
www.southwestschwinn.com

WEBSTER

Bay Area Schwinn (Saturday Rides)
16864 Hwy 3
(281)332-6433

WEST HOUSTON

Bicycle World and Fitness (Saturday Rides)
851 Dairy Ashford
(281)556-0923

RECOMMENDED VENDOR INFORMATION

Jerseys and Team Gear

VOmax (*Official Jersey Vendor of the BP MS 150*)

Peter Manning; pmanning@vomax.com
(800)530-9740; www.vomax.com

VoMax is the official jersey sponsor of the BP MS 150. 10% of team jersey proceeds are donated back to the National MS Society

Alliance Printing and Graphics

Steve Wright; steve@alliancegp.net
(832) 202-5360

(customizes all types of things from sports bottles to shirts, hats, key chains, duffel bags, etc. Special discount for MS 150 teams)

Aussie

(888)528-7743

Big Wing Productions (Event Merchandise and t-shirts)

(713)785-9400

Hammerhead Brand Designs

Office (303)355-2513; Cell (720)206-4456
www.hammerheadbranddesigns.com

Sugoi Jersey Company

(800)432-1335

Trialtir U.S.A., Inc

1(888)867-4334 / (713) 690-9413
Hours: Mon-Fri - 9:00 a.m. to 6 p.m. CST

Tents and Accessories

Alexander Tent (For overnight in LaGrange)

Office (713)223-8368; Fax (713)223-1468
www.alexandertent.com

Alexander Tent (For Austin Finish Line)

Office (512)821-1994; Fax (512)821-1978
www.alexandertent.com

Aztec (Tables, chairs, lighting, generators, flooring for overnight in LaGrange)

(713)699-0088
www.aztecusa.com

RECOMMENDED VENDOR INFORMATION

Portolets

Austin Outhouse
(512)448-2699
www.austinouthouse.com

K&H Portable Toilets
Office (979)836-0552; Fax (972)836-0595
khtoilets@alpha1.net

The Outhouse
Office (979)743-3314

DJ
Leon Covin
(713)480-5487
lcovin72@hotmail.com

Shoes
Luke's Locker

Massage
Massage Envy
www.massageenvy.com

mica@awesomenet.net

Catering

Chick-fil-a:
(832) 518-8723 or (713) 839-7700
alma@cfacaters.com
www.cfacaters.com

City View Catering
(713)759.9945
cityviewgm@sbcglobal.net

Downtown Diner (LaGrange)
(979)968-8590
kenspeaktimspeak@yahoo.com

Fat Boys Catering (Fayetteville)
(979)378-2005
(979)378-2930

Fayetteville Art Guild
(979)249-3785, (713)410-7275,
(979)378-3026

Gabby's BBQ and Catering
Office (713)628-3965;
Fax (281)265-2582
www.gabbysbbq.com

Mikeska's BBQ (Columbus)
(979)732-2293; (800) 524-7613
www.jerrymikeska.com

Orsak's Café (Fayetteville)
(979)378-2719

SkippyP's BBQ
(832)545-6977
catering@skippypbbq.com
www.skippypbbq.com

Videographer
World Global Productions
(281)469-5232
wgsinc@yahoo.com

TENT/ACCESSORIES POLICIES AND GUIDELINES

Please DO NOT contact Alexander Tent or Aztec Rentals. The MS Society will coordinate all requests once they receive them from each team. All invoices will come from the respective vendors .

TENT POLICIES—LA GRANGE:

- Only Official BP MS 150 Teams with more than 20 riders may reserve a tent in the La Grange Corporate Village due to space limitations
- Size of a tent will be determined by team size. This size does not include volunteers
- NMSS Staff reserve the right to determine the location and limit of size of the tent
- Submitting this form **DOES NOT** guarantee a tent in La Grange
- All tents orders must be reserved by **January 15, 2010**, otherwise tent space cannot be guaranteed
- Tents placed in the Corporate Village **MUST** be rented by **Alexander Tent Company**. Pop-up tents must be set up in the general area on a first come, first serve basis. No individual tents in the Corporate Village
- **No personal or team showers or comfort stations are allowed**
- Tents and cots will be rented from **Alexander Tent Company**
- Only Grandfathered Teams that are less than 20 may share tents due to space limitations
- Alexander Tent Company will deliver and set up all rental tents to the Fayette County Fairgrounds in La Grange by **Friday, April 16, 2010**. The National MS Society does not provide tables, chairs or generators

AZTEC RENTALS (TABLES, CHAIRS, GENERATORS AND LIGHTING):

- The rental of tables, chairs, generators and lighting are provided as an ALL INCLUSIVE price. Price includes: labor to deliver equipment to designated areas, all freight costs both for delivery and pick up services, cost for two Aztec customer service representatives during the event and an onsite Aztec Store for last minute table, chair and power needs
- The items mentioned above are left in an easy to count stack. It is the individual team's responsibility on Sunday morning to restack any items rented to be recounted and picked up by Aztec crews. A fee **WILL BE CHARGED** at the rate of \$1.50 per table and \$.75 per chair for each item not restacked by the individual team. **Missing items will be charged at a market replacement cost**
- All transactions for rental equipment must be paid in full prior to deliver and must be made by credit card. No Cash or Checks will be accepted
- All tent accessories **must** be submitted through Mindy James mjames@nmsslonestar.org at the MS Society

TENT POLICIES—AUSTIN FINISH LINE:

- Only Official BP MS 150 Teams with more than 20 riders may reserve a tent at the Austin Finish Site due to space limitations
- Size of tent will be determined by team size. NMSS Staff reserve the right to determine location and limit the size of the tent
- Submitting this form **DOES NOT** guarantee a tent in Austin
- All tents **MUST** be reserved by **January 15, 2010**, otherwise tent space cannot be guaranteed
- Tents placed in the Team Tent Lot **MUST** be rented by Alexander Tent Company.
- **NO PERSONAL SHOWERS** or Portaloets
- Tents, tables and chairs will be ordered by Alexander Tent Company in Austin through Mindy James. mjames@nmsslonestar.org. You are responsible for confirming your order

MINIMUM AGE POLICY FOR BIKE MS

Requirements

- All riders must be at least 12 years of age as of the start date of the event
- All riders under 18 must have a signed and notarized waiver on file. Waivers must be signed by a parent or legal guardian
- The MS Chapter must have a Notary available at any time waivers are signed (Chapter office, packet pick-up, event, etc.)
- All riders between the ages of 12-17 must be accompanied by a parent/responsible adult (at least 21 years of age) at all times
- The MS Chapter must ensure that all riders between the ages of 12-17 complete the following training steps with a parent or legal guardian: review of safety brochure; and review of special flyer for youth riders and parent/legal guardian
- The MS Chapter must ensure the adult-child ratio for this age group (12-17) is no more than 1:3 (responsible adult must be at least 21 years of age)
- If the child is on a tandem, all requirements above still apply
- No trailers, tagalongs or carriers allowed on route



RIDE MARSHAL INFORMATION

The National MS Society is currently looking for safety-focused, experienced and enthusiastic registered riders to join the BP MS 150 Ride Marshal Program. Ride Marshals are the National MS Society's Safety and Good Will Ambassadors who help keep the BP MS 150 and its Recommended Rides safe while riding the routes. BP MS 150 Ride Marshals must meet all of the following minimum requirements:

- Be at least 18 years of age
- Be passionate and knowledgeable about safe cycling and be willing to work with fellow cyclists to promote safe cycling
- Have completed at least two (2) BP MS 150 rides from Houston to Austin
- Provide proof of current CPR/First Aid Training. The National MS Society provides training if you do not already have certification, but it must be completed BEFORE you can perform any Ride Marshal functions such as supporting any BP MS 150 Recommended Rides
- Be able to support at least two (2) BP MS 150 Recommended Rides during the training season (Jan – April)
- Completed a hands-on (3 hr minimum) cycling safety class provided through various resources (including the National MS Society)
- All official Ride Marshals must complete the Ride Marshal survey by January 15th, 2010

2010 Team Safety Award

These are the guidelines for the 2010 Team Safety Award. You will complete the award via an electronic survey distributed in April. You will need to provide basic information about events, dates, and people when applying for the award. The safety pledge is designed to clarify expectations of a safety conscious team. We ask that you honor the pledge by respecting the integrity of the ideas presented to provide all participant with the best experience possible and to ensure their future participation.

Qualifications:

Bronze:

- 50% completion of League of American Bicyclists Online Bicycle Education course
- Comply with Ride Marshal Policy (1 Ride Marshal per 50 riders)
- Team Captain agrees to Team Safety Pledge (included above)

Silver:

- Bronze Requirements, plus
- Offer at least two team endorsed "Hands-On" training opportunities

Gold:

- Silver Requirements, plus
- 75% completion of League of American Bicyclists Online Bicycle Education course
- 1 League Certified Instructor minimum
- 1 Ride marshal regardless of team size (Only applicable to teams less than 50 riders)
- Team endorsed training schedule or participation in a training series

Platinum Award:

- Awarded by the Safety Task Force for Excellence in Bicycle Safety and Contributions to the Bicycling Community. *awarded as necessary

TEAM AWARDS

Teams are asked to submit an application describing their qualifications for each award. Teams can apply for as many awards as they qualify

Green Team Award:

This team demonstrates the greatest commitment to the environment: recycling, carpooling, etc

Most Spirited Team:

This team demonstrates excitement, dedication and fundraising during training series, events and especially, the weekend of the BP MS 150 Bike Tour

Best Team Promoting the Mission:

This team demonstrates what it means to be dedicated to a world free of MS. They embody a total commitment to the eradication of MS through their teamwork

Best Dressed:

This team has to look good, it can be jerseys, shorts, socks, costumes and volunteer t-shirts. All-in-all this team has the whole package!

Best Jersey Promoting the Mission:

This jersey makes it clear: They are dedicated to fighting MS!

Most Creative Jersey:

Funny, cute, awesome looking!!! This jersey is the most original and the one with the most creativity

Best Corporate Jersey:

Marketing guidelines making you feel hamstrung? This is your chance to show just how corporate you can be. Let that company spirit flow!

Rookie Team Captain:

This team captain gets it from day one: Fun, Organization, Sponsorship, Volunteering and Fundraising. They fuel the movement to end MS from day one. Desire, blood sweat and tears matter!

Veteran Team Captain:

This award is for a key individual, one that puts it's all on the line and advocates daily for MS. This award is a cumulative recognition of outstanding performance in one of the most important volunteer positions in the National MS Society. This person has it all: Safety, Sponsorship, Fundraising, Volunteerism, Guts!

NOW/ Believe/ Moving Forward Award:

This team is in the Zone all year. Everything is working and they are committed. History and Fundraising play a large role and the most important focus is on the Mission



600 walks. One destination. A world free of MS.

You'll move. You'll be moved. Join Walk MS in your community. Joining the movement with hundreds of thousands of people across the country is an experience like no other. We walk together to make a powerful statement, and to keep moving toward a cure. Form or join a team, raise funds and walk to help people affected by MS. Each step you take brings us closer to a world free of MS.

This Guide is your quick reference for a fun and successful Walk Event. For additional information, visit our Web site at www.walkMStexas.org or contact:

Naomi Dingle at 1-800-344-4867 (press 2), or ndingle@nmsslonestar.org.

Thank you for joining the Movement this fall.

There is no cost to register for the Walk MS, and there is no minimum pledge, but the average walker raises \$225. It's easy to beat the average with our online tools. Fundraising prizes begin at the \$100 fundraising level.



ABOUT Walk MS

MS Fall Walks

Free to register - Family and dog friendly

Kemah - November 7, 2009
Katy - November 14, 2009
Sugar Land - November 14, 2009
The Woodlands - November 14, 2009
Downtown - November 15, 2009

Contact Information

National MS Society Lone Star Chapter
8111 N. Stadium Dr., Ste. 100
Houston, TX 77054
local: 713.394.2900
toll free: 1-800-344-4867 (press 2)
fax: 713.394.7422

Naomi Dingle—Walk Manager
ndingle@nmsslonestar.org

Team Weeks & Rallies

Be sure to participate in these Team Weeks and Rallies. This fun, fundraising activities will help you and your teammates step closer to your fundraising goals. Check the website for the dates and details:

- Team Week
 - Team Captain Rally
 - Team Captain Socials and Mixers
 - Packet Pick Ups
 - National Team Captain Rally
-

What is the Team Program?

A team consists of at least four participants. Teamwork is a great way to involve family, friends, neighbors and co-workers in the journey to end multiple sclerosis. The Team program is an effective and efficient method for companies and organizations to promote teamwork and camaraderie among employees and team members. Unite together for a common fundraising goal, and bond together as you take steps in the MS movement.

How To Get Started?

By forming a Team, you are not only leading your friends, family members and co-workers on a Walk MS event of fun, fitness and community involvement, but you are also truly making a difference in the lives of the 20,000 individuals and families in Texas touched by multiple sclerosis. On behalf of everyone at the National Multiple Sclerosis Society, Lone Star Chapter, thank you for your participation and leadership.

We are here to help you every step of the way as you embark on your Team journey. Visit the Team Resources on the Walk MS site to learn step by step how to form and manage a team, as well as to find important documents to help you have a successful Walk MS campaign.

Our Walk MS Manager, Naomi Dingle, is here to support your every effort. Naomi loves to talk about the Walk MS. If you have a group and would like to schedule a kick-off at your office, or if you have any questions or would like to share ideas, please give Dingle a jingle at (713)394-2988 or email ndingle@nmsslonestar.org.

Start with registering yourself and picking a team name. There is no fee to register a team for Walk MS. An official Walk MS team has 4 members.

Forming a team includes just 5 easy steps:

- Recruit and Register
- Fundraise
 - Set Team Goals
 - Combined Houston area walks: \$330,000
- Motivate
- Organize
- Celebrate

Learn more about each of these steps by downloading the 2009 Walk MS Team Captain Guide under the Teams section at www.walkMStexas.org.

Spread awareness about your team efforts by downloading the 2009 Walk MS Teams Mini-Poster on the Walk MS site. Fill in your contact information and post it in key areas to recruit your walk participants.

Interested in having a team tent in this year's Team Village? Download the 2009 Team Village form on the Walk MS site to learn more.

FUNDRAISING

Registration for the Walk MS is free, but last year our participants raised an average of \$225 to support MS research and services. Make it your goal to be BETTER than average this year, and you will qualify for some great prizes, including:

- \$100 Walk MS T-Shirt
- \$300 Walk MS Blanket or Umbrella
- \$600 Two (2) Walk MS Chairs
- \$1,000 Walk MS Watch
- \$2,500 Walk MS Terminal Rolling Bag
- \$5,000 iPod Docking Station/Radio
- \$7,500 All inclusive prize package (all of the above)
- \$10,000 TOC (Tour of Champions) for one or All Inclusive Prize Pack and \$50 gift card
- \$15,000 TOC for one and watch or NLC (National Leadership Conference) for one or All Inclusive Prize Pack and \$100 gift card
- \$20,000 TOC for two or NLC for one and All Inclusive Prize Pack or All Inclusive Prize Pack and \$200 gift card

Prizes will be redeemed on-line this year or you can choose to donate your prize back to stretch each dollar to better serve Texans with MS. You have until 30 days after the walk to continue qualifying for prizes, so keep on fundraising!

My Participant Center

Fundraising is easy when you use your online Participant Center; it will do the work for you! E-mail friends and family, collect donations online and track your progress. Your fundraising tools are just a click away. Start fundraising now! Login to your Participant Center to get started.

NEW Facebook Tool

Download the NEW Facebook tool on your Facebook page for friends to join your Walk team, to make a donation and to see your fundraising progress. The tool is available from your online Participant Center.



TEAM RECOGNITION

Teams can earn amazing awards and recognition throughout the year, for everything from Team Week events to best overall fundraising.

- Top Fundraising Teams (by site and overall)
- Rookie Team
- Largest Team (Corporate / Friends and Family)
- Mission Possible – (\$2 raised for each person living with MS in the Lone Star Chapter)
- Best Team T-Shirt
- Most Spirited Team
- Most Improved Fundraising Team
- Best Team Tent



AT THE MS WALKS

WHAT SHOULD I BRING TO THE WALK?

- Wear your bib number pinned to the FRONT of your t-shirt from your mailed Walker Packet with completed medical information on the back
- Comfortable shoes, sunblock, umbrella and a water bottle
- A camera to capture the moment
- Bring the entire family including family, friends and leashed dogs in Sugar Land and The Woodlands
- Signed Waiver Form
- Cash/check for Silent Auction and dog t-shirts and bandanas.
- Team signs, banners and other encouraging "hoopla!"

WHAT WILL I RECEIVE AT THE WALK?

- Champions bandana underwritten by Noble Energy symbolizing walking for someone living with MS
- If you raised at least \$100, you will receive the official Walk MS t-shirt
- Higher prize levels will be available for online ordering at a later date
- Pledge envelope, sealed with pledges inside and completely filled out
- Breakfast, snacks and beverages along the route and Start/Finish Line
- Parking available in Aquarium parking lot and streets.
- Door Prizes
- KBR Goody Bag (reusable, insulated, cooler bag)
- We walk rain or shine, hot or cold, so come prepared for all weather

DAY OF EVENT:

- Registration opens at 8 a.m.
- Walk MS steps out at 9 a.m.
- Stick around for the Walk MS Expo, silent auction, live entertainment, door prizes and a silent auction

JOIN THE MOVEMENT

To prove your stronger than it.

JOIN THE MOVEMENT

To laugh in its face.

JOIN THE MOVEMENT

Because its easy to take it for granted.

WE EXIST TO MAKE SURE IT DOESN'T

JOIN THE MOVEMENT
jointhemovement.org



**National
Multiple Sclerosis
Society**