

2023 TEAM TENT CITY GUIDE

WELCOME TO TEAM TENT CITY!

It is our honor to welcome you to Team Tent City! We know that it takes many people to pull this ride together for your team; the donors who contribute to your fundraising, the family members who support your training time, and those with lung disease who motivate you to keep going. What better way to celebrate your team's accomplishments than to gather together at Team Tent City!

This Team Tent City Guide is here to assist you in building your team's tent. If you have additional questions, please contact Gale Auclair: Gale.Auclair@Lung.org | 207-624-0302

WHAT IS TEAM TENT CITY?

Team Tent City is located at the center of the excitement at **St. Joseph's College on Saturday, June 17**. It is a gathering place for teams and team members to hang out, socialize, and celebrate! **The first 20 teams to reach either 15 registered team members or \$10,000 in fundraising will be awarded one of the 20 tent spaces.**

Each team that participates will have their own tent in Team Tent City for their team members, family members, co-workers, volunteers, and friends to enjoy.



HOW IT WORKS

Each team in Team Tent City is provided with a 10x10 frame tent that will be clearly marked with a unique team flag. **A team flag will be ordered for you the first year that your team qualifies. Please leave your team flag at your tent at the end of the day. If you choose to bring it home, you will be responsible for bringing it with you in following years.** Tents will be set up prior to your arrival on Saturday...the rest is up to you! Bring tables, chairs, decorations, food, and games for your team to enjoy. Team volunteers are a great asset for setting up and decorating your tent while the team is out on the route.

If you recruit more than 25 people to your team, you have the option to bring an *additional 10x10 tent* for your team. More than 50 team members? An *additional 20x20 tent* will be allowed!

Additional spaces are limited and are awarded on a first qualified, first served basis.

DAY OF EVENT LOGISTICS

- Each team is allowed 15 minutes to drop off supplies between 8:00am—9:30am on Saturday morning. You must submit the name of your volunteer who will be unloading supplies and their approximate arrival time to Gale Auclair (gale.auclair@lung.org) in advance.
- Teams that have been approved for an additional tent should bring their extra tent to set up between 8:00am—9:30am and any additional party supplies
- Tents are available to decorate any time after 9:00am.
- Mini bar will be available to purchase alcoholic beverages.
- Take home a memory...**Team photos will be taken behind Xavier Hall 2:30pm-4:30pm** (first come first serve)
- Team Tent City will close down at **4:30pm** and trek volunteers will begin cleaning and dismantling tents.
- Please leave your team flag at the tent.

BUILDING YOUR TEAM TENT CITY CREW

In order to ensure a successful Team Tent City tent, the first thing you need to do is get some help! Do you have co-workers, friends, or family who would like to be involved, but don't ride? This a perfect way for them to be a part of Trek weekend! Here are a few different ideas for volunteer roles and responsibilities:

- **Tent Captain**
The tent captain is the key component of having a good tent. Their work begins before the event with the coordination of volunteers, activities, decorations, food, and beverages for the tent. The best tent captains are not cyclists, but those who support your team and will be available the day of the ride.
- **Food & Beverage Coordinator**
This volunteer works with your budget to coordinate food and *non-alcoholic* beverages in the tent.

NOTE: St. Joseph's College has implemented a beverage policy that no outside alcohol is permitted to be brought into Team Tent City. This would jeopardize their license.

- **Décor & Photos**
Designating a person for décor and theme, along with an assigned photographer, will create a fun atmosphere for your tent. Get creative, have fun, and don't forget to use the Trek hashtags (#TREKME |

ITEMS TO BRING

- Decorations and themed items
- Tables, chairs, and coolers as needed (**St. Joseph's College is strict about no alcohol except purchased on site**)
- Food - Survey your team and find out what types of food or snacks they would most enjoy!



TEAM TENT CITY POLICIES

There is limited space in Team Tent City. The American Lung Association provides 20 tents to be displayed. We want to make sure everyone has a comfortable, fun, and relaxing experience. We ask that your team please **adhere to the following policies:**

- St. Joseph's College has a beverage policy stating that no outside alcohol is permitted to be brought into Team Tent City. A **mini bar will be set up in Team Tent City** for purchase of alcohol on Saturday or at the Concession in Alford Gym.
- All empty beverage containers used by your team must be taken with you at the end of the day. Please do not leave any returnables. No glass bottles are permitted.
- After unloading, all vehicles must return to the **Alford Parking Lot** parking area. Vehicles are not allowed on the grass surrounding Team Tent City area.
- **Team Tent City will close at 4:30pm!** You will be notified at 4:15pm that there will be a group of volunteers arriving to dismantle and pack all tents. Please be courteous and clean your space prior to their arrival.
- **The Spirit of the Trek celebration will take place at 5:00pm under the large tent in front of Xavier Hall.** We encourage all teams to attend and celebrate with us. If you choose to remain in Team Tent City, please be courteous and mindful of the presentation happening in the area.
- No open fires are allowed.
- Trash bins and liners will be provided. Trash bins can be left outside your tent for volunteers to pick up on Saturday evening. Please help us be good stewards and utilize these appropriately.
- We love recycling! Please use the provided recycle bins for all non-glass cans and bottles.

