

# PITTSBURGH IRISH FESTIVAL

July 25, 2010

Dear Pittsburgh Irish Festival Volunteers,

This year's 20<sup>th</sup> **Annual Pittsburgh Irish Festival** is September 10, 11, and 12 at the Riverplex in West Homestead right next door to Sandcastle. This year there are a number of changes related to the volunteers so please read on carefully! For anyone interested in working the beer booth, we have scheduled a 3 hour "Ramp" training on Sunday, August 15, from 2 until 5 P.M. at the Irish Center on Forward St. in Squirrel Hill. The training will be provided at no cost to the volunteers. Once you have completed the Ramp training the certification will be good for 2 years. This certification is a requirement by Sandcastle for anyone working in the beer booths. If you are interested in volunteering in the beer booth, and are not currently Ramp certified, please plan to attend this training.

We have a few new areas we are looking to staff with our volunteers this year. If you have any knowledge of genealogy, or interest in working in the genealogy area, please note that as your area of interest on the Volunteer Form. We are also looking for help in the "Irish Extreme" area for a few open shifts. Please note that as an area of interest on your form if you would like to work in that area and are flexible regarding which shifts you are available to work.

Attached is the volunteer sign-up form for this year's festival. Also attached is a volunteer waiver form which should be completed with your emergency contact information, signed, and returned with your completed volunteer sign-up form. We will go over all of this information at the volunteer orientation. Please fill out the volunteer form with your work preferences and return the completed forms to me. If you have a preference for a shift or area of work send your forms in ASAP as I place volunteers by the order in which I receive the completed forms.

Once the volunteer schedule has been finalized I will e-mail you and confirm your volunteer shift date, time, and work area. You can expect to hear from me the **first week of September**. It is extremely helpful to me if you would include an e-mail address that you will be checking that week. I will then send you an e-mail confirmation and save a phone call. Please make sure to print your e-mail address clearly on your volunteer form.

The **volunteer orientation party** is being held on Wednesday, September 8, 2010 from 7:00 until 9:00 P.M. at Mullaney's Harp and Fiddle. Mullaney's is located at 2329 Penn Avenue, Pgh. Pa. 15222. Please try to attend as we will review the various job duties for each area and discuss details regarding this year's festival. If you have volunteered in the past, celebrate the festival's 20 years by **wearing a previous years volunteer T-shirt**. It will be fun to see the designs from all the different years and see how many of the 20 years will be represented. Come join us and enjoy complimentary food and drink, as well as an opportunity to meet the staff and other volunteers. We are offering some incentives for anyone who brings new volunteers with them to the party. Some of the incentives will include Irish CDs, raffle tickets, and other festival items. Come join us at the Party on September 8 for volunteer information and lot's of fun!

If you have any questions or concerns, please feel free to contact me via e-mail at:

[pghirishfestvolunteers@gmail.com](mailto:pghirishfestvolunteers@gmail.com)

Mary Ging

Volunteer Coordinator