

IRISH *Adventure* AWAITS

AUGUST 1-3, 2025



Volunteer Handbook

Dublin Irish
Festival is
presented by



FESTIVAL DATES & HOURS

FRIDAY, AUG. 1 **4 p.m. – Midnight**

SATURDAY, AUG. 2 **11 a.m. –
Midnight**

SUNDAY, AUG. 3 **11 a.m. - 8 p.m.**

(GATES OPEN AT 9:30 A.M. FOR SUNDAY SERVICES)

CONTACTS

Pre-Festival Contact Number 614-410-4404
During Festival Info Line: 614-410-4753
Emergencies 911

Outreach & Engagement Team

Christine Nardecchia, Director

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Shannon Maurer, Volunteer Coordinator

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The Dublin Irish Festival is produced by the City of Dublin Events Administration with the assistance of all departments and the support of Dublin City Council.

Dublin City Council

Mayor Chris Amorose Groomes
Vice-Mayor Christina Alutto
Cathy DeRosa
Jane Fox
Andy Keeler
Amy Kramb
John Reiner

City Manager

Megan O'Callaghan

Chief Communications & Public Relations Officer

Lindsay Weisenauer

Festival Director

Alison LeRoy

Events Administrators

Lori Gischel, Jim Loch, Trish Lackey

Events Coordinators

Carrie Ritzler, Doug Cordill,
Stephen Rusterholz, Erin Santa

Event Signage

Karlee Michel

Event Workers

Laura Nelson, Brady Cloyd, Nolan Niemeier, Brennen Niemeier, Joey Gellenbach, Kelly Kirkland, Donna Perry, Briley Rhinock

GENERAL INFORMATION

Welcome to the Dublin Irish Festival team! This handbook is intended to give you an overview of what you need to know to make your experience successful.

Volunteer Training & Kickoff

Join us for Volunteer Training & Kickoff on Saturday, July 26 at the Coffman Pavilion beginning at 9 a.m. Volunteer packets and t-shirts will be onsite. A Festival overview and breakout sessions will take place. Coffee and donuts will be provided.

Volunteer Headquarters

Volunteer Headquarters opens on Monday, July 28 at 9 a.m. in Talla 1 of the Dublin Community Recreation Center, 5600 Post Road. Hours:

Monday - Thursday	9 a.m. – 7 p.m.
Friday, August 1	8 a.m. – Midnight
Saturday, August 2	8 a.m. – Midnight
Sunday, August 3	8 a.m. – 8 p.m.

Packet and Shirt Pick Up

If you can't/didn't make it to the Volunteer Training, t-shirt and packet pick up is from Monday, July 28 through Thursday, July 31 at Volunteer Headquarters inside the Dublin Community Recreation Center (DCRC).

Volunteer Packet

You will receive a complimentary admission pass as a thank you for volunteering, as well as an official Dublin Irish Festival volunteer shirt and a parking pass to use on the day(s) you volunteer.

Volunteer Assignments

All volunteer assignments are sent via email. Additionally, all communication regarding scheduling, cancellations, shift change requests or general questions about volunteering should be addressed by calling 614-410-4404 or emailing volunteer@dublin.oh.us.

DublinIrishFestival.org

The Festival website is a great source for up-to-the minute Festival information. Facebook, Instagram and Twitter will also be used throughout the weekend, so please follow us at #DublinIrishFest.

DIF APP

Be sure to download our 2025 Dublin Irish Festival App in order to find locations within the festival with ease and be notified in real time, minute to minute, while on location.

Weather Conditions

Rain or shine, please plan to report to Festival grounds for your assignment. The need for volunteer help sometimes increases during inclement weather. If conditions become threatening, staff will determine if and when the Safety Plan should be activated. Call 614-410-4753 for the most up to date info during the Festival or download the App to stay informed.

Entry onto Festival Grounds

On the day you volunteer, your Volunteer t-shirt will not allow you to enter Festival grounds. You must check in to Volunteer Headquarters to get your hand stamped for entry before your shift.

Admission for Off-Duty Volunteers

Use your complimentary ticket for the day you come to the Festival as a guest.

DIRECTIONS & PARKING

Volunteer Parking & Shuttle Service

Volunteer shuttles are located at EASE Logistics, 6000 Perimeter Drive for ON DUTY VOLUNTEERS. A shuttle will take you from the lot to Volunteer Headquarters to check-in for your shift. (The City of Dublin is not responsible for loss or damage to your vehicle, its accessories or contents resulting from theft, vandalism, fire or any other cause.)

This lot is only available for you on the day(s) you are volunteering!

Parking Pass

Your volunteer parking pass must be displayed at all times in the window of the vehicle or the vehicle may be towed. We have had continuous issues with people giving their volunteer pass to others to use as a way to park to attend the event, which creates a backup on shuttle service. Please – the PASS IS FOR VOLUNTEERS ONLY ON THE DAY(S) THEY VOLUNTEER. Note that the holder of the pass is not guaranteed a spot if the lot is full.

Volunteer Shuttle Hours

Friday, August 1	1:30 p.m. to 1 a.m.
Saturday, August 2	7:30 a.m. to 1 a.m.
Sunday, August 3	7:30 a.m. to 9 p.m.

We Encourage You to Carpool

With an army of volunteers, we're certain you know someone else volunteering at the Festival. Join them and share a ride!

Better Yet, Ride Your Bike

Bike parking is located near the corner intersection of Post and Commerce Pkwy near the Southwest entrance and at the corner of Coffman Rd. and Emerald Parkway in the east parking lot of the Development Building (5200 Emerald Parkway).

Parking Pass

Your volunteer parking pass will allow one car to park in the Volunteer Parking Lot at 6000 Perimeter Dr. **on the day you volunteer ONLY.** Your pass must be displayed at all times in the window of the vehicle or the vehicle may be towed. The holder of a pass is not guaranteed a spot if the lot is full.

Drop-off Passes

If you are being dropped off or plan to drop off a volunteer at the turnaround at the DCRC entrance, you must have a pass before turning off of Post Road to Rec. Center Drive. To obtain this pass, please let us know prior to the Festival.

Driving Directions to Volunteer Parking

Dublin, Ohio, is approximately 15 miles northwest of downtown Columbus. To reach volunteer parking at 6000 Perimeter Drive, follow these directions:

Primary Route to EASE Logistics, 6000 Perimeter Drive:

From I-270 take exit 17B, Marysville, SR 161/US 33 west. Exit onto Avery/Muirfield Dr. North. Take a right onto Perimeter Drive, a left onto Discovery Place and the parking lot will be on your right.

Secondary Route to EASE Logistics:

From I-270 take exit 17A, Dublin, SR 161/US 33 east. Turn left onto Post Rd. Turn left onto Emerald Parkway (you will see Festival grounds in front of you). Turn right onto Perimeter Dr., bear right at roundabout onto Commerce Parkway, turn right onto Rec Center Drive and follow signs to either EASE Volunteer parking or to Festival grounds.

Allow Travel and Parking Time

Allow PLENTY of extra time to get to the Festival, park and take a shuttle to Volunteer Headquarters. Please check in at least 20 minutes before your shift and get to your assigned location.

2025 PARKING LOCATIONS



AT THE FESTIVAL

Check-In & Check-Out

It is critical that all volunteers check in at Volunteer Headquarters before their shift and check out after the shift is complete. We need to keep track of staffing at some 60 areas, you can help by communicating your whereabouts with us.

Volunteer Headquarters

Volunteer Headquarters serves as your central hub! You'll get instructions & check in here. If you need to change a shift, want to work more hours or have general questions about your shift, this is the place to get answers. We also have beverages and snacks courtesy of Tim Hortons and the City of Dublin.

Should an emergency or inclement weather arrive, volunteers should report to Volunteer Headquarters to await further instruction.

Volunteer Information During the Festival

For information that may affect volunteers **during** the Festival, call 614-410-4753, go to www.DublinIrishFestival.org or use the Dublin Irish Festival App. All of these are continuously updated.

While on Duty

Many staff members, identifiable by uniform, will be on hand during the Festival and will check in with you periodically. Staff or committee members can assist you with any needs.

What to Wear

Your volunteer shirt and name badge indicate that you are on-duty as a volunteer. Dress for the weather and for your own comfort, but keep common sense and safety in mind. Wear comfortable, closed-toe shoes (athletic shoes.) **NO FLIP FLOPS PLEASE!** Please bring any sun protection (hat, sunscreen, etc.).



Bring a Refillable Water Bottle

Bring your own refillable water bottle to help us cut down plastic waste. There will be "Quench Buggies" on site to refill your bottle, which can be found on the Festival map.

Getting to and Serving at Your Assignment

Check in at Volunteer Headquarters, get hand stamped, and proceed with the following:

- Present your stamped hand at the Admission Gate
- Go directly to your assignment location
- **Confirm you are at the correct location**
- If the area appears to be staffed with volunteers, you are still needed - you are most likely there to replace those volunteers
- When your shift is complete, do not leave until replacement volunteers have arrived
- Check out at Volunteer Headquarters

Youth Volunteers

You and your parents/guardians are responsible for a meet up plan for when your shift is over. Please communicate your whereabouts with one another for when you're done volunteering. You're welcome to use Volunteer Headquarters as a meet up point.

AT THE FESTIVAL cont.

Command Post

The Command Post is available via radio only on Channel 1. Staffed by City Employees, any issues (e.g., a broken ATM, power outage, etc.) should be directed to the Command Post. **In the event of an emergency, dial 911.**

Festival Operations

Festival Operations ("Fest Ops") is located in the DCRC across the hall from Volunteer Headquarters. Festival radio check-out, supplies and other operational issues may be addressed there in person. Staff will answer any general Festival questions. Festival Operations can also be reached by radio on Channel 1 or by calling 614-410-4545.

Volunteer Conduct

You are proudly representing the City of Dublin and the Dublin Irish Festival while you are volunteering. As we welcome the world to Dublin, please extend excellent customer service, courtesy and respect while interacting with patrons, staff, other volunteers or participants.

Alcohol Policy

You may not drink alcohol before or during your scheduled shift. Should you choose to drink after your volunteer shift, be sure you have checked out at Volunteer Headquarters and have changed out of your volunteer shirt. **Please do not wear your volunteer shirt while consuming alcohol.**

Harassment

Volunteers are included in the City of Dublin's illegal harassment policy. If you feel that you are placed in an uncomfortable situation, contact a staff member in Volunteer Headquarters. Furthermore, it is expected that each volunteer will uphold the same measure of respect to patrons, volunteers, staff, entertainers and exhibitors.

Sunday Morning Admission

On Sunday morning, non-perishable food items and monetary donations for the Dublin Food Pantry will be collected at each Festival admission gate. Guests arriving between 9:30-11 a.m. on Sunday will receive free admission in exchange for their donation.

Sunday Morning Services

Sunday morning faith services – from Catholic mass to non-denominational services will be celebrated at stages throughout grounds. Service schedules can be found online and on the DIF App.

Tell Us What You Think!

We rely on and value volunteer feedback and make many changes and enhancements based on it. This is also how volunteers may nominate for the "Best of the Fest!" awards. Go to DublinIrishFestival.org to complete a volunteer survey.

Support our DIF Scholarship

Did you know the Festival provides two \$2,500 scholarships to two deserving high school seniors who have spent their youth volunteering at DIF? This year, we are proud to honor Dublin Jerome High School graduate Akash Ravipati who will be attending Purdue University this fall, and Leen Shamrukh, a Dublin Coffman High School graduate, who is headed to The Ohio State University this fall.

If you would like to support all of our future leaders by donating to our high school scholarship fund, head here:



SAFETY PLAN

The Festival has created a comprehensive plan in case of an emergency. The actions that you will need to take if we reach a Tier 3 or 4 incident are indicated below. You will be notified if we reach these tiers either via radio, volunteer or public address system. Please review the plan below to understand your role in the event of an emergency.

Tier 3 - Suspension of Operations will indicate that severe weather is imminent, or any other threat is identified which does not immediately threaten death or serious injury. In this tier, all Festival activities will stop immediately including entertainment, sales and other activities. Entrances will be closed to new guests. All participants and guests will be encouraged to seek shelter.

Volunteer Action: Volunteers will encourage and direct guests to seek shelter and will then seek shelter themselves at the DCRC.

Tier 4 - Evacuation will be called only if an imminent threat of death or serious injury is indicated. Public safety personnel will require all patrons and participants to leave any area(s) that pose an imminent threat to their safety. In this tier, all Festival activities will stop immediately including entertainment, sales and other activities. Entrances will be closed to new guests. All participants and guests will be required to seek shelter.

Volunteer Action: Volunteers will shelter at the DCRC as soon as possible.

All Clear status describes the point at which no imminent or credible threat exists that could endanger the safety and/or security of the Festival guests and staff.

Volunteer Action: Volunteers will be re-admitted to grounds when staff deems that the site is ready.

Security

Dublin Police provides 24-hour security in the park. Lost, damaged, or stolen items are not the responsibility of the Dublin Irish Festival or the City of Dublin.

If you see anything suspicious, unusual or unsafe, report it to a member of the event staff, to Volunteer Headquarters or use a radio to reach the Command Post on Channel 1. In the event of an emergency, dial 911.

Lost Children

Take lost children to an Identi Kid/Safe Space tent located near all admission gates, or to any uniformed police officer.

Lost and Found

Lost and Found is located in Festival Operations. Items can also be picked up and dropped off at Info tents.

Injury Reporting

In the event of an injury, you are responsible to notify Volunteer Headquarters. Information may need to be compiled for everyone's safety.

First Aid

First Aid assistance is available on-site from Washington Township paramedics located at the north, east and southeast entrances. If emergency assistance is needed, call 911.

Stay Well!

Please take responsibility for your well-being by staying hydrated with plenty of water and wearing sunblock. Look out for other volunteers and give each other breaks when needed.

- 1 ACCESSIBILITY STATION
- 2 GRAFTON STREET MARKETPLACE
- 3 IRISH TEA ROOM
- 4 WISHING TREE & THE PASSAGE OF TIME
- 5 MUSIC EXHIBITORS & WAKE HOUSE
- 6 SESSIONS TENT
- 7 DEFENDERS DEN
- 8 BRIAN BORU'S IRELAND
- 9 STEELTOWN ACOUSTIC INSTRUMENTS
- 10 EMERALD ARTS ISLE
- 11 SPOKEN WORD
- 12 DARTS & SPORTS PUB & THE WARD IRISH MUSIC ARCHIVES

- 13 WHISKEY TASTINGS
- 14 THE BOOK LOFT
- 15 MUSIC WORKSHOPS
- 16 IRISH TRADITIONS & WORKSHOPS
- 17 GENEALOGY
- 18 SENSORY AREA (INSIDE BUILDING)
- 19 CELTIC CANINES
- 20 WEE FOLK CRAFTS
- 21 VIKING VILLAGE
- 22 2ND CAVALRY BRIGADE ENCAMPMENT
- 23 POT O' GOLD PLAYLAND ENTRANCE
- 24 TEMPLE BAR MARKETPLACE
- 25 CELTIC COOKING

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|--|------------------------------------|-------------------------|-------------------------------------|
| TICKETS | RESTROOMS | BABY CHANGING | INFORMATION TENT |
| BEVERAGE PAYMENT CARDS/CASH TICKET SALES | BEER, WINE, COCKTAILS, WATER & POP | MOBILE PHONE CHARGING | EMERGENCY SHELTER |
| ATM & REVERSE ATM | SELF-SERVE BAR | SHUTTLE PICK UP | FIRST AID |
| FESTIVAL MERCHANDISE | WHISKEY BAR | BIKE PARKING | IDENTI-KID/DUBLIN POLICE SAFE SPACE |
| | FREE WATER REFILL | RAISED VIEWING PLATFORM | PLAYGROUND |



Engage with Us!

Who We Are - Mission Statement

The mission of the Dublin Irish Festival is to produce a nationally recognized event that promotes Irish music, dance, culture, and tradition. The Festival strives to significantly impact the Dublin economy through overnight stays in hotels and increase sales at area businesses.

Giving Back

Besides making a huge economic impact in the region, the Festival is proud to give back to Dublin in numerous ways. The official charity partner of the Festival, The Dublin Food Pantry, receives thousands of donated dollars and food from Festival patrons on Sunday morning of the event. Furthermore, through our Sharing O' the Green beverage server program, community nonprofits collect more than \$100,000 for their organizations.

Lastly, revenue dollars from the Dublin Irish Festival are returned to the City of Dublin's Hotel/Motel Tax Fund, which in turn distributes grants to help support community organizations and events.

Thursday, July 31

Before the opening ceremony held on Friday, be sure to join us Thursday, as Historic Dublin hosts the Dublin Irish Festival Dub Crawl and DIF 5K & Kids Dash presented by IGS Energy. Not a runner? Join in the fun at our Post-Race Party with live music, food trucks, and a beer tent as a way to celebrate all things Irish with the local community before the Festival opens the next day.

Get Social!

#DublinIrishFestival

Visit us at www.dublinirishfestival.org to stay up to date with all things Dublin Irish Festival. Download the 2025 Dublin Irish Festival mobile app to receive real time updates while at the Festival.

Be sure to follow us on:

Facebook - @DublinIrishFestival

Instagram - @dublinirishfest

Twitter - @DublinIrishFest

The City of Dublin and Dublin Irish Festival use social media to expand the City's reach, communication efforts and dialog. We encourage our volunteer team to use social media to connect and advocate for the Dublin Irish Festival. Here are few tips to go forth and be social:

- Be a champion for your role as a volunteer
- Provide valuable, accurate and timely content
- To be certain of accuracy, share DIF's posts rather than re-create
- Be respectful, positive and an all-around ambassador for the City of Dublin and The Dublin Irish Festival
- Upon entering Festival grounds, there is signage alerting attendees that their photo may be used for media purposes, so your pics and images will be welcome additions to our effort

VOLUNTEER PROGRAM PROUDLY SPONSORED BY



We welcome our partners at Ohio Health as the proud sponsor of the Dublin Irish Festival volunteer program! Volunteering is a healthy habit – and we look forward to thanking them in person year-round for their generous spirit.