

Participant/Will Call Check-in Table

Performers, Workshop Leaders, Lecturers and Volunteers:

- All Sheldon choir students, Murray Irish Dancers, Hurling athletes and Ceili Mhor musicians already received their wristbands. They don't need to check in, but they do need to have their wristbands. If someone has lost or forgotten their wristband, let Peggy Hinsman know and she will find the appropriate person to verify that this person is telling the truth.
- Performers, Workshop Leaders, Lecturers and Volunteers are listed on the Participant list, alphabetically by last name, along with where and what hours they are participating.
- When these people arrive, ask for their name and if they are on the list highlight his/her name so that we know they arrived.
- If they are not on the list, ask Peggy Hinsman about this person. ****Do not allow anyone in who is not on the list.****
- If they're on the list, give the participant an orange wristband & program.
- If this is a performer, workshop leader or lecturer, tell them how to get to their room, the Green Room and the Instrument check-in room.
- Give Volunteers a "volunteer" badge and remind them to return in after their shift(s) is done.

Will Call:

- The Will Call list lists people alphabetically by last name or company.
- Ask for their last name and if it isn't listed, ask if they are from one of our sponsors, and if so, which one.
- Highlight the name so we know they arrived.
- Find their envelope with their name - they have the wrist bands. Tell them that they need to put their wristbands on.
- Give them a program.

When You're Finished With Your Shift:

- Give these instructions to the next volunteer at this table and ask them to read them.
- Share the wisdom you have gained in being this volunteer.
- Return your volunteer badge to the Volunteer Check-in table.

Thank you for volunteering.