

Crespi High School CAPER 2023 Fundraising Event

General Information

Performers

- Leana Courtney - layonapillow@gmail.com - 602-748-5219 (Piano)
- Shawn Grindle - shawn@felixandfingers.com - 412-860-0544 (Piano)

Entire Event Day Time Frame

04/29/2023 - 04:00 pm - 11:00 pm PST

Location

Radford Studios
4024 Radford Ave
Studio City, California 91604-2101

Contact Person(s)

Ashley Luderer
(818) 489-0519
aluderer@crespi.org

Load-In

Load-in Note: You may see one or both performers arriving for setup. Rest assured, this is normal and coordinated in advance.

You may load in equipment at 03:00 pm

Please Note: Go through main gate and show ID. Go straight through the alley, head right, and straight past the clock. There will be a volunteer station. Can get in touch with Ashley and check in with A/V team when we arrive.

Expected number of guests:

206

Contacts

Venue Manager:

Joji Oliveros

(818) 655-5691

joji@thestudioevent.com

Upgrades

- Mini-shells

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General Timeline

Itinerary

Time Frame	Activity	Notes
4pm	VIPs Arrive	Activities and drinks. DJ music TBD. There will be a jazz trio
5pm	Rest of Guests Arrive	Appetizers & bar close at 6:15. DJ Frank Sinatra while people file in
6:30pm-6:45pm	Program: Heads and Tails Game	MC will host
~7:05pm	Speeches & Blessing	MC will introduce them
~7:10-7:50	Live Auction	MC will host
~7:50pm-8:30pm	Buffet Dinner	Chuck (MC) will dismiss tables for dinner. DJ music. We can get dinner after guests and eat in cocktail area.
~8:30pm-8:45pm	Video Presentation, President & Guest Speakers	
~9pm-9:15/20	Paddle Raise	MC will run
~9:20pm	Raffle Prize	MC will announce.
9:20/30-11pm	Dueling Pianos	Will begin right after raffle prize is announced

Explicit Lyrics:

Please keep lyrics clean.

Tipping:

Yes, for charity
Crespi Carmelite High School

Alcohol/Bar

Type: Cash

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Miscellaneous Information

Wireless

Details:

Please Provide The Name Of The Connection And Password

	Wireless Name		Password
TBD		TBD	

Other

Performer's Attire - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

Performance Expectations - 3

Departure And Load-Out

We must be packed up and out of the venue by 12:00 am



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Gear Check And No-List

Reminders:

- Turn down the lights in the room
- Double check your sound board settings, speaker settings, lights, mics on, etc.

Gear Check List:

- Keyboard (with power cable and sustain pedal)
- Wireless Mic and extra batteries (lapel for ceremony)
- Stands (Keyboard Stand, Music Stand, Mic Stand, Light Stands, Speaker Stands)
- Speakers (with power cables)
- Monitors (Players may bring their own. All monitors must use the Main Send, no independent mixes)
- Lights (With power cables and pedals)
- iPad (charged, or with charger)
- Mixing Board
- EIF/Questionnaire
- Pencils/Forms/Tip Jar/Gaff Tape
- Freddy
- Stool
- Cables (Power/Patch/XLR/DJ Cable)
- DJ Headphones
- Mini Shells
- Rockin Roller
- Extra Mic
- Clothing: Shirt/Pants/Socks/Shoes/Belt/Tie/Undershirt
- Business Cards

The "No" List

- No special announcements
- No genres/tunes to avoid
- No must-play songs
- No children
- No sound ordinances
- No shuttle

Emergency Contacts

Below is the order of contact to follow:

1. National Entertainment Director

Shawn Grindle - (412) 860-0544

2. Logistics Manager

Tina Naponelli - (815) 382-4341

If they are unavailable:

3. COO

Bre Podgorski - (818) 823-5799 (text only)

4. CEO

Mike Potts - (815) 245-3623 (text only)

Scribd

Scribd is a great resource for locating sheet music (ie. First dances, ceremony music, special requests). Please feel free to use our account.

Username:info@felixandfingers.com

Password:FFPlayer88

Player FAQ

Have other questions? Chat with our [AI Support](#)