

# Crespi High School CAPER 2023 Fundraising Event

## General Information

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### **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

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
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

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### **Wireless**

**Details:**

**Please Provide The Name Of The Connection And Password**

	<b>Wireless Name</b>		<b>Password</b>
TBD		TBD	

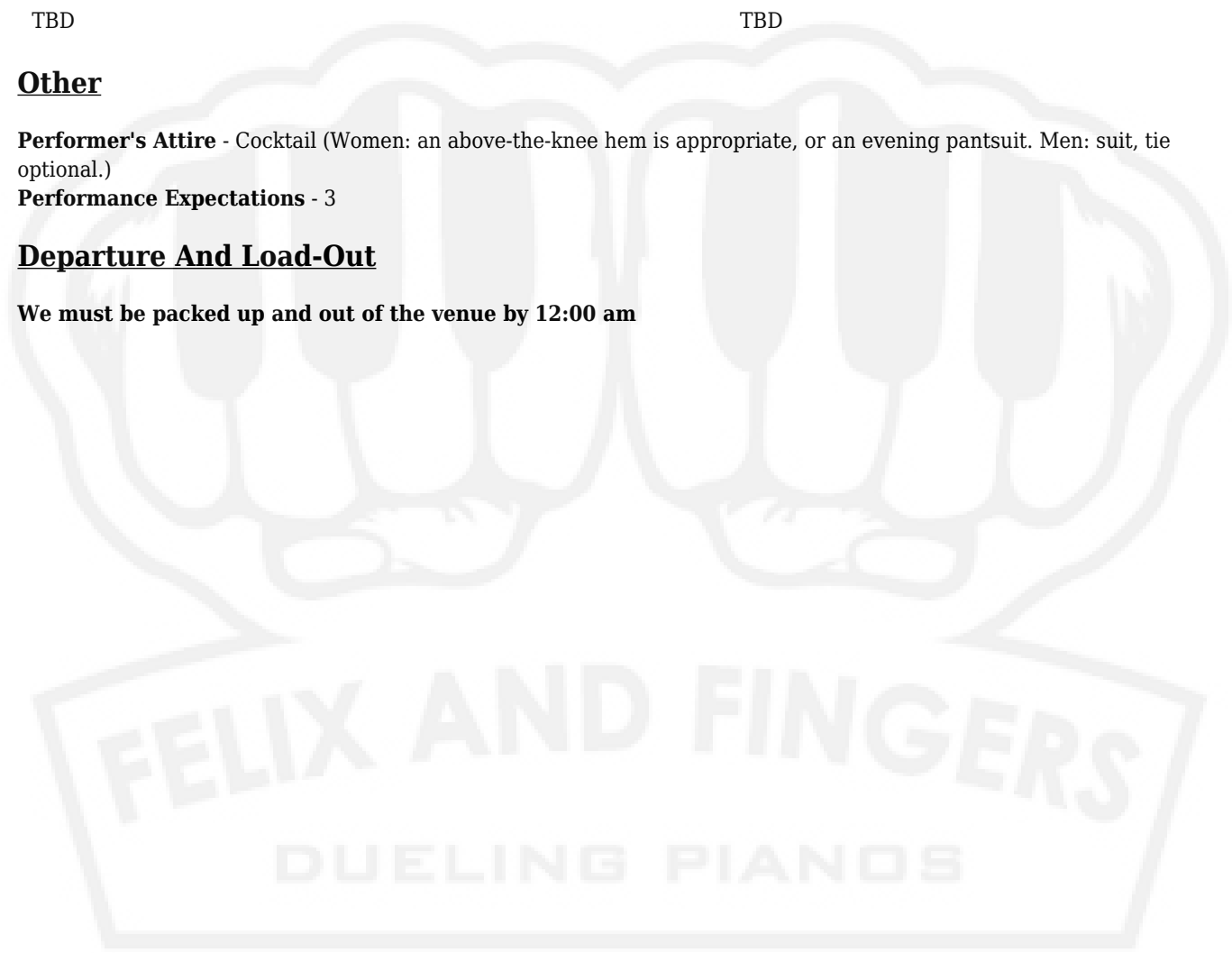
### **Other**

**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

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### **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](#)