

# **Panther Athletic Club Fundraising Event**

## **General Information**

**(All tips MUST be provided to the client at the end of the night!)**

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### **Performers**

- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)
- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)

### **Entire Event Day Time Frame**

04/22/2023 - 06:00 pm - 11:00 pm EST

### **Location**

Delta American Legion  
5939 OH-109  
Delta, Ohio 43515-9344

### **Contact Person(s)**

Jen Mercer  
(419) 973-0244  
thepantherathleticclub@gmail.com

### **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 04:00 pm

### **Expected number of guests:**

250-300

### **Upgrades**

- Mini-shells

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
6- 6:30pm	check in, drink tickets	recorded background music
6:30- 7:30	dinner	recorded background music
7:30- 8	big 6 wheel opens	mingle, raffles etc
8-10	dueling piano show	musical chairs
10	last call to purchase drink tickets	
10 -11	closing announcing winners and thank yous a	recorded background music

### Announcements

we have a title sponsor for this event as well as multiple table sponsors that will need to be announced throughout the evening, 2 weeks before the event we will have a finalized list of all sponsors.

### Explicit Lyrics:

curse words are fine, no racial or homophobic slurs

### Tipping:

Yes, for charity  
the panther athletic club

### Alcohol/Bar

**Type:** Combination/Other

**Details:** each ticket to the event includes 2 drink tickets. then they will have to purchase drink tickets . 1 ticket for beer wine, 2 for mixed drinks

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## Miscellaneous Information

(All tips **MUST** be provided to the client at the end of the night!)

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### **People To Include In Show**

yes our Athletic Director Walt Steele

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### **Other**

**Performer's Attire** - Casual (Blue jeans and a t-shirt would be acceptable.)

**Performance Expectations** - 3

**[Please be sure to review the Fundraising Performer Guide!](#)**

### **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 load-in instructions
- No venue manager
- 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](#)