

The Key Event/School Supporters & Families Fundraising Event General Information

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

Performers

- Casey Cross - caseyrcross@gmail.com - 4058856529 (Piano)
- Jake Ashey - jake@felixandfingers.com - 7034637586 (Piano)

Entire Event Day Time Frame

02/24/2024 - 05:00 pm - 11:00 pm CST

Location

Port Wisconsin Inn & Suites
350 E Seven Hills Rd
Port Washington, Wisconsin 53074-2505

Contact Person(s)

Erin Brewster
(262) 388-3277
ebrewster@stjohn23rd.school

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: There are a couple entrances when you park in the hotel parking lot - the main entrance, the restaurant entrance, and the doors on the right-hand side of the building (these are the doors you will want to enter through!).

Expected number of guests:

210

Volunteer Lead

Courtney Evenson
(262) 573-6023
courtneyprz5@gmail.com

Upgrades

- Mini-shells

The Key Event/School Supporters & Families Fundraising Event General Timeline

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Itinerary

Time Frame	Activity	Notes
3:00 PM	Load In	
5:00-6:45 PM	Cocktail Hour	*DJ background music
6:45 PM	Guests asked to take their seats	
7:00 PM	Welcome/Blessing/Dinner	*DJ background music
7:45 PM	Program	Honorees, Raffles (Bucket, Treasure, Golden)
8:30 PM-9:30PM	Dueling Pianos 1st Set	
9:30 PM	Live Auction/Cash Plea/Main Raffle Winners	
10:00-11:00 PM	Dueling Pianos 2nd Set	

Announcements

You will receive separate document with run of show and all scripted announcements

Explicit Lyrics:

Avoid explicit lyrics, keep it family friendly - maybe a couple mild expletives toward the end of the night after older guests have left would be okay

Songs To Avoid:

*Adult attendees only...(21+) I would play songs you feel are most appropriate for this age group! We do have some older attendees/guests as well. Just make it fun! People love to dance toward the end of the night as well :)

Must Play Songs:

Under The Sea (this Is Our Theme For 2024) - by ()

Tipping:

Yes, for charity
St. John XXIII Catholic School

Alcohol/Bar

Type: Combination/Other

Details: All attendees receive two drink tickets. After they are used, it's a cash bar.



The Key Event/School Supporters & Families Fundraising Event Miscellaneous Information

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People To Include In Show

We have VIP tables that will be placed around the pianos. There are several guests within those groups that I am sure would love to be included :)

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

PortWisconsinInn

foodndrinks

Other

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

Performance Expectations - 3

[How to play a Felix and Fingers Fundraiser](#)

Departure And Load-Out

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

Additional Information: Make it FUN (which I know you will) and keep the donating going :) I think banter, comedy, dancing and all of the above sounds wonderful.

The Key Event/School Supporters & Families Fundraising Event 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 venue manager
- 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](#)