

# Decatur Chamber of Commerce Fundraising Event

## General Information

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

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### **Performers**

- Eddie Thompson - edwardthompson@mac.com - 346 332 3456 (Piano)
- Isaac Cooremans - imorales0009@gmail.com - 915-332-9664 (Piano)

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

10/14/2023 - 06:00 pm - 10:30 pm CST

### **Location**

Decatur Conference Center  
2010 US-380 W  
Decatur, Texas 76234

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

Misty Berry  
(940) 399-9160  
mistyberry@decaturtx.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

**Please Note:** Set up in the Great Hall on the stage. Load in through the West door. OR, they may direct you down to the big roll-up door.

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

300

### **Contacts**

#### **Venue Manager:**

Carla Johnson

(940) 393-0280

cjohnson@decaturconferencecenter.com

<http://decaturconferencecenter.com>

### **Upgrades**

- Mini-shells

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
6:00 pm	Doors and Bar Opens	
6:00-7:15	DJ Background, Silent Auction & Raffle Open	Playlist Provided ahead of time
6:30-7:30	Dinner	Guests are still encouraged to visit silent auction, raffle and photo booth during this time
7:00	Welcome & Introductions	Misty & Chamber President
7:15-8:00	Dueling Pianos	Players eat, then start live music.
8:00	Special Citizen of the Year Presentation	
8:15-9:00	Live Auction	Auctioneer may use House Mic
9:00-10:00	Dueling Pianos	(or immediately following live auction)
9:30	Close Silent Auction	
10:00-10:30	DJ Music	We will have a a dance floor and provide playlist

### Announcements

Last Call is 10:15. Last song - Closing Time

### Explicit Lyrics:

Misty will be onsite the entire time. If that comes up we may skip that request. Just check in advance if you're unsure.

### Songs To Avoid:

No hokey pokey, chicken dance, cheesy wedding stuff

### Must Play Songs:

We Will Provide A Playlist For Time Of DJ Music - by ()  
Sweet Caroline - by (Live)

### Tipping:

Yes

## Alcohol/Bar

**Type:** Open

**Additional Information:** We plan to have the auctioneer host the Heads or Tails game. There is a \$500 cash prize for the last person standing. Please encourage people to win!



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## Miscellaneous Information

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

Yes we will but I will need to scan the crowd and submit a couple of names that night.

### **Wireless**

#### **Details:**

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

Wireless Name	TBD	Password
TBD (Ron can provide)	TBD	

### **Other**

**Performer's Attire** - Other

Theme for event is A Night Under the Stars - Throwback prom  
It is casual. Jeans & fun shirt are totally ok - or wear your favorite throwback prom outfit

**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:** We will crown a "King & Queen" by offering a QR code for guests to cast their votes. Closer to 10pm.

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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

### **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](#)

### **The "No" List**

- 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)