

Black and White Ball for Starved Rock Regional Center Fundraising Event General Information

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

Performers

- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

IMPORTANT: Food Allergy Information

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

Entire Event Day Time Frame

02/24/2024 - 05:00 pm - 10:00 pm CST

Location

The Auditorium Ballroom
109 Wright St
La Salle, Illinois 61301

Contact Person(s)

Jennifer Kirkman
(815) 509-9911
jenniferk@starvedrockcenter.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 03:30 pm

Please Note: You will need to use the service elevator, it is located to the east side of the building and you can back into the garage there to unload. I can meet you outside to direct you.

Expected number of guests:

200-250

Contacts

Photographer:

Annette Barr
Annette Barr Photography
(815) 434-4114
info@annettebarrphoto.com

<https://www.annettebarrphoto.com/>

Venue Manager:

Mike Bird

(815) 200-5577

LasalleBallroom@icloud.com

<https://www.lasalleballroom.com/>

Caterers

Hy-Vee Grocery

(815) 223-5219

1525cateringmgr@hy-vee.com



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General Timeline

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Itinerary

Time Frame	Activity	Notes
5-5:30	Cocktail hour	Background Dj
5:30-6	Dueling Pianos	
6/6:15	Dinner	
6:15-7:30	Presentation/Live Auction	Eat Dinner Then
7:30/8	Dueling Pianos/Dancing	Duel for 2 hours after presentation
9:30-10	Dj Dance Party	

Announcements

We will have you give the heads up to be seated for dinner, will have you introduce the speaker/board president, possibly introduce someone presenting a gift to our little ambassador, introduce the auctioneer for the live auction and then welcome everyone back to the dueling pianos/dancing for the evening. We will also have reminders through the night of our silent auctions/raffles and when they are closing and/or winners drawn.

Explicit Lyrics:

If the song is generally not a raunchy song and just has a few bad lyrics use discretion and sub words if you can. Otherwise, if it's a wholly inappropriate song maybe play it later in the evening after the little ambassador has gone, say after 9pm?

Songs To Avoid:

Hokey Pokey and chicken dance are probably out, nothing with raunch/bad language, otherwise I think we are pretty open to genres and such. Maybe keep the cha cha slide and stuff until after the dinner/cocktail time when people are more ready to let loose.

Tipping:

Yes, for charity
SRRC - Starved Rock Regional Center

Alcohol/Bar

Type: Combination/Other

Details: Complementary martinis/signature drinks (about 4 offered) during cocktail hour, all others are cash. After cocktail hour the rest of the night is cash bar.

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Miscellaneous Information

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People To Include In Show

We have several people who would probably do well being called upon. I don't have the guest list yet but can definitely highlight some people who can be called upon.

Children

Approximate Number Of Children: 1

General Age Range: three year old

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

unknown

unknown

Other

Performer's Attire - Other

The event is black tie, but we don't expect the players to be dressed formally unless they wish to do that, cocktail attire is probably good.

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

Additional Information: The venue owner has a few suggestions for setup, he has had you attend before and thought that being on the stage hindered the guest interaction a bit. I have included the venue layout to show where he is suggesting to be set up (yellow ovals to the north of the dance floor area) but will defer to you if you prefer the stage. Our guests will be mingling between the bar and the tables so the floor may be a better option for interaction and there will be tables in front of the stage set up for the live auction. We can always move them away during the performance if that is what you would like though.

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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 must-play songs
- 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](#)