

Evoked Fundraising Event

General Information

(Do NOT ask for any tips during this fundraising event!)

Performers

- Jordan Peterson - petersonjm2@gmail.com - 4023406887 (Piano)
- Kathleen Butler-Duplessis - kathleen@felixandfingers.com - 6142044338 (Piano)

Entire Event Day Time Frame

01/27/2024 - 07:00 pm - 10:00 pm EST

Location

Josephine
109 S St Asaph St
Alexandria, Virginia 22314-3119

Contact Person(s)

Evelyn Granados
(240) 483-8581
evelyn.granados@humancapital.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 05:00 pm

Please Note: There may not be an elevator, so we may need to carry the shells up stairs.

Expected number of guests:

About 100

Contacts

Venue Manager:

Dawn Sawyer

(703) 912-6996
dharrop@neighborhoodrestaurantgroup.com
<https://www.josephineoldtown.com/>

Upgrades

- Mini-shells

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General Timeline

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Itinerary

Time Frame	Activity	Notes
5pm	Load in	
7pm	Guests / Passed Hors D'ouvres	Live instrumental piano first 15min
7:30pm	Welcome Speech	Have wireless
7:35pm	Dueling Pianos	
8:30pm	Raffles/Milestone Presentation	F&F may MC raffles
8:55pm	Community Service / Employee Service Awards	
9:45pm	Thank you speech from management	Announce "thank you cookies" and cards
10pm	Load	

Announcements

Just let people know when awards/raffles are coming up.

After closing speech, announce "thank you cookies" and cards

Explicit Lyrics:

PG-13

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: We will allow 2 drinks per employee plus champagne for entrance but there will be a cash bar which is available.

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Miscellaneous Information

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Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

JOSEPHINE - 109GUEST

GoodTimes109

Other

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

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 01:00 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 genres/tunes to avoid
- No must-play songs
- No tipping allowed
- 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](#)