

# Adolphus Elementary PTO "Bulldog Ball" Fundraising Event

## General Information

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

---

### **Performers**

- Brian Boyce - bdboyce9@gmail.com - (816)678-6247 (Piano)
- Quintin Dubec - qdubec@gmail.com - 512-762-3916 (Piano)

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

04/05/2024 - 07:00 pm - 12:00 am CST

### **Location**

Safari Texas Ranch - Lodge Room  
11627 FM 1464  
Richmond, Texas 77407

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

Gwen Kalkomey  
(713) 430-6226  
vp1@adolphuspto.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 05:30 pm

**Please Note:** Park at the front of the building and come through the double doors - you will set up on a stage

There will be signs that tell you to go to the lounge room

--

Gwen and Katrina will be at the venue at 5:30 pm. If you need to get there earlier, please contact either Gwen or Katrina.

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

200

### **Contacts**

**Venue Manager:**  
Beth Maklary

(281) 277-7888

**Co Vice President/Event Leader**

Katrina Hoffman

(281) 352-3999

vp2@adolphuspto.org



# Adolphus Elementary PTO "Bulldog Ball" Fundraising Event

## General Timeline

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

### Itinerary

Time Frame	Activity	Notes
7:00-7:45	Arrival/Cocktails/Hors D'Oeuvres	DJ'd music during this time
7:45	Thank you for coming/please take your seats for dinner speech	Microphone needed
7:45-8:45	Dinner	DJ'd music during this time
8:45	Raffle Drawing	Microphone needed
9:00-10:30	Dueling Pianos	
10:30-10:45	Silent Auction Closes/Live Auction/Announce Check out procedures shared	Microphone needed, Auctioneer services needed
10:45ish-11:45ish	Dueling Pianos	Start time depends on how long live auction takes
11:45-12:00	DJ Music until midnight while guests are gathering their things	

### Announcements

The PTO will make announcements to welcome and have instructions on auctions, raffle, etc. per the schedule above, but we would appreciate reminders throughout about supporting the silent auction and/or buying raffle tickets.

We'd like you to announce at 10:00pm that the Silent Auction is closing in 30 minutes.

---

PLEASE NOTE: You will be providing LIVE AUCTION SERVICES during the live auction

### Explicit Lyrics:

All attendees will be adults. No concerns with explicit lyrics.

### Songs To Avoid:

This is a classy event for adults. Skip songs like the Hokey Pokey and Chicken Dance. Other line dances are fine.

## **Tipping:**

Yes, for charity

The tips will be kept by the Adolphus PTO (the organizers of this event)

## **Alcohol/Bar**

**Type:** Cash

**Additional Information:** We want to make sure the speakers are enough for our event space. We may have 200+ people in a room that holds 350 and the ceilings are very tall.

There is a room behind the stage where you can hang out and eat dinner.



# Adolphus Elementary PTO "Bulldog Ball" Fundraising Event

## Miscellaneous Information

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

---

### People To Include In Show

There are some teachers and/or parents who are more outgoing than others. If you want to include them on stage, that is fine with us. Just don't let it get out of control. It is your show, not theirs.

### Wireless

**Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### Other

**Performer's Attire** - Formal (Women: formal gown. Men: suit with a tie.)

**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 01:00 am**

**Additional Information:** There will be a TV on the stage behind the pianos with our event logo. Additional lighting towers in front of the stage will be present and controlled by our lighting engineer to help set the mood.

# Adolphus Elementary PTO "Bulldog Ball" Fundraising Event

## Gear Check And No-List

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

### 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 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](#)