

# Peoria Academy Annual Gala Fundraising Event

## General Information

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

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### **Performers**

- Jake Ashey - jake@felixandfingers.com - 7034637586 (Piano)
- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)

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

03/02/2024 - 06:00 pm - 10:00 pm CST

### **Location**

The Gateway Building by Childers  
200 Northeast Water Street  
peoria, Illinois 61602

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

Lindsay Craig  
(309) 712-5556  
lindsaycraig2@gmail.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:** Load in front door- circle drive. Third Floor. Elevator. Parking on site.  
Fourth floor for bags.

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

130

### **Contacts**

#### **Event Planner:**

Allison kieser  
EnVision Events inc  
(309) 360-5188  
allison@envisioneventsinc.com

#### **Venue Manager:**

Mary Childers

mchilders@childerscatering.com

## **Upgrades**

- Mini-shells



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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
6-6:45	cocktails	recorded background music
6:45-7:05	welcome by president & lindsey, and mc-nick	f&f to provide wireless mic
7:10-7:40	dueling pianos	
7:40-8:20	live auction & paddle raise	
8:20-10:00	dueling pianos	

### Announcements

silent auction announcements.

### Explicit Lyrics:

play them lightly and sparingly

### Must Play Songs:

Who Let The Dogs Out - by ()

### Tipping:

Yes, for charity  
Peoria Academy

### Alcohol/Bar

Type: Open

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## Miscellaneous Information

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### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### **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 11:00 pm

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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 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](#)