

# CLEF Scholarship Gala Fundraising Event

## General Information

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### **Performers**

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Kaleen Dolan - kaleendolanmusic@gmail.com - 8472202322 (Piano)

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

04/13/2024 - 06:00 pm - 11:15 pm CST

### **Location**

The Morton Arboretum  
4100 IL-53  
Lisle, Illinois 60532

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

Sue Lorr  
(630) 595-9310  
suelorr@clefchicago.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 04:00 pm

**Please Note:** cannot load in until 4:30. load into the ginku room. use loading dock door. bring a cart

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

275

### **Contacts**

#### **Venue Manager:**

Denise Martinez

(630) 621-0317

[dmartinez@mortonarb.org](mailto:dmartinez@mortonarb.org)

[https://mortonarb.org/?utm\\_source=google&utm\\_medium=organic&utm\\_campaign=maps\\_main](https://mortonarb.org/?utm_source=google&utm_medium=organic&utm_campaign=maps_main)

### **Upgrades**

- Mini-shells

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## General Timeline

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### Itinerary

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6:00 - 7:15 pm	Cocktails/ Hors D'Oeuvres	Dj'd Background Music (In the hallway, set up separate speaker)
7:15 pm	Announcement start "Please take your seats"	
7:20 pm	2nd announcement "Please take your seats for our opening greeting & prayer. Dinner will be served in 15 minutes"	
7:30 pm	Welcome - Janet Klotz, CLEF Exec. Dir.	
7:35 pm	Prayer	
7:40 - 8:30 pm	Dinner	Dj - background music over dinner
8:30 - 9:10 pm	Speeches/ Choir/ Jazz Band	
9:10 pm	Fund a Need/ Live Auction/ Paddle Drop	During the paddle drop, DJ - Conga (Gloria Estafan)
check in during live auction to play some tunes to introduce the items.	Thank you/ Students & Board President	Paddle drop is where they collect the paddles.
9:45ish to 11:15	Dueling Pianos	9:45 pm Silent Auction ends

### Announcements

Announce seating at 7:15 pm and again at 7:20 pm.

### Explicit Lyrics:

This is a Lutheran educational foundation and we would prefer the songs to be clean.

### Must Play Songs:

Celebrate - by Cool and The Gang (looking for your recommendation)

**Tipping:**

No

**Alcohol/Bar**

**Type:** Open

**Additional Information:** Ron with RLC sound. doing sound for the event. will email about how to plug in.

REMEMBER NO TIPS AT ALL> DO NOT A DONATE



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## Miscellaneous Information

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

Any and all.

### **Children**

**Approximate Number Of Children:** 60 the children will be not seated at the dinner tables. They will be volunteering throughout the event.

**General Age Range:** 10-18

### **Wireless**

#### **Details:**

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

	<b>Wireless Name</b>		<b>Password</b>
Morton wifi		no password	

### **Other**

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

**Performance Expectations** - 3

### **Departure And Load-Out**

**We must be packed up and out of the venue by 12:00 am**

FELIX AND FINGERS  
DUELING PIANOS

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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 tipping allowed
- 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](#)