

# Elks Lodge Installation of Officers Private Event

## General Information

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### **Performers**

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)

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

04/06/2024 - 04:00 pm - 11:00 pm EST

### **Location**

Flint Elks Lodge 222  
7177 E Maple Ave  
Grand Blanc, Michigan 48439-9728

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

Mike Harrington  
(810) 397-4523  
mharrington@yeci.us

### **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 02:00 pm

**Please Note:** Come in through the side door or the front door.

The side door is close to the stage area. To access it, loop around to the West side of the building. Feel free to contact Mike for help with getting into the building / setting up.

The event will be in the banquet center

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

100

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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
4:00-5:00	Ceremony	Officer installation ceremony
5:00-6:00	Cocktail hour	DJ Music
6:00-7:30ish	Dinner	DJ Music
7:30ish-10:30ish	Dueling Pianos	Feel free to take a break during the middle
10:30ish-11:00	DJ Music	Event ends around 11:00 if people are still hanging out

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### **Explicit Lyrics:**

Try to limit explicit lyrics

### **Tipping:**

Yes

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Free Keg beer for the whole night

Open bar during cocktail hour

Jack Daniels Tito's captain Morgan and wine

Cash bar after

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DUELING PIANOS

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## Miscellaneous Information

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### **Children**

**Approximate Number Of Children:** Less than 10

**General Age Range:** 18 months-11year old

### **Wireless**

**Details:**

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

Wireless Name	Password
tbd	tbd

### **Other**

**Performer's Attire** - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit pants or designer denims with a button-up or collared shirt; no ties.)

**Performance Expectations** - 3

### **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 venue manager
- No special announcements
- No genres/tunes to avoid
- 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](#)