

# Shine a Light Gala/NAMI DuPage Fundraising Event

## General Information

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

---

### **Performers**

- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

### **IMPORTANT: Food Allergy Information**

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

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

04/27/2024 - 05:30 pm - 11:00 pm CST

### **Location**

Chicago Marriott Naperville  
1801 N Naper Blvd  
Naperville, Illinois 60563

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

Geri Kerger  
(330) 606-1894  
g.kerger@namidupage.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 04:30 pm

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

320

### **Contacts**

**Venue Manager:**  
Kimberly Stafford

(630) 687-6463  
kstafford@chicagomarriottnaperville.com  
<https://www.marriott.com/en-us/hotels/chimn-chicago-marriott-naperville/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>

# Shine a Light Gala/NAMI DuPage Fundraising Event

## General Timeline

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

### Itinerary

Time Frame	Activity	Notes
5:30-6:50	cocktail/registration	recorded background music
6:50	dueling pianos	upbeat fun music to encourage everyone to move into the main area
7:00	welcome comments	
7:30	main course	
8	award/tributes/video/fundraising (auction, paddle raise etc)	dueling pianos to accompany live auction. play songs that correlate with auction items
9:30-11	dueling pianos	

### Explicit Lyrics:

no explicit lyrics.

### Tipping:

Yes

### Alcohol/Bar

**Type:** Cash

**Additional Information:** List of auction items will be emailed so players can plan some songs with some auction items.

# Shine a Light Gala/NAMI DuPage Fundraising Event

## Miscellaneous Information

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

### People To Include In Show

no

### Wireless

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

Wireless Name	Password
---------------	----------

TBD

TBD

### Other

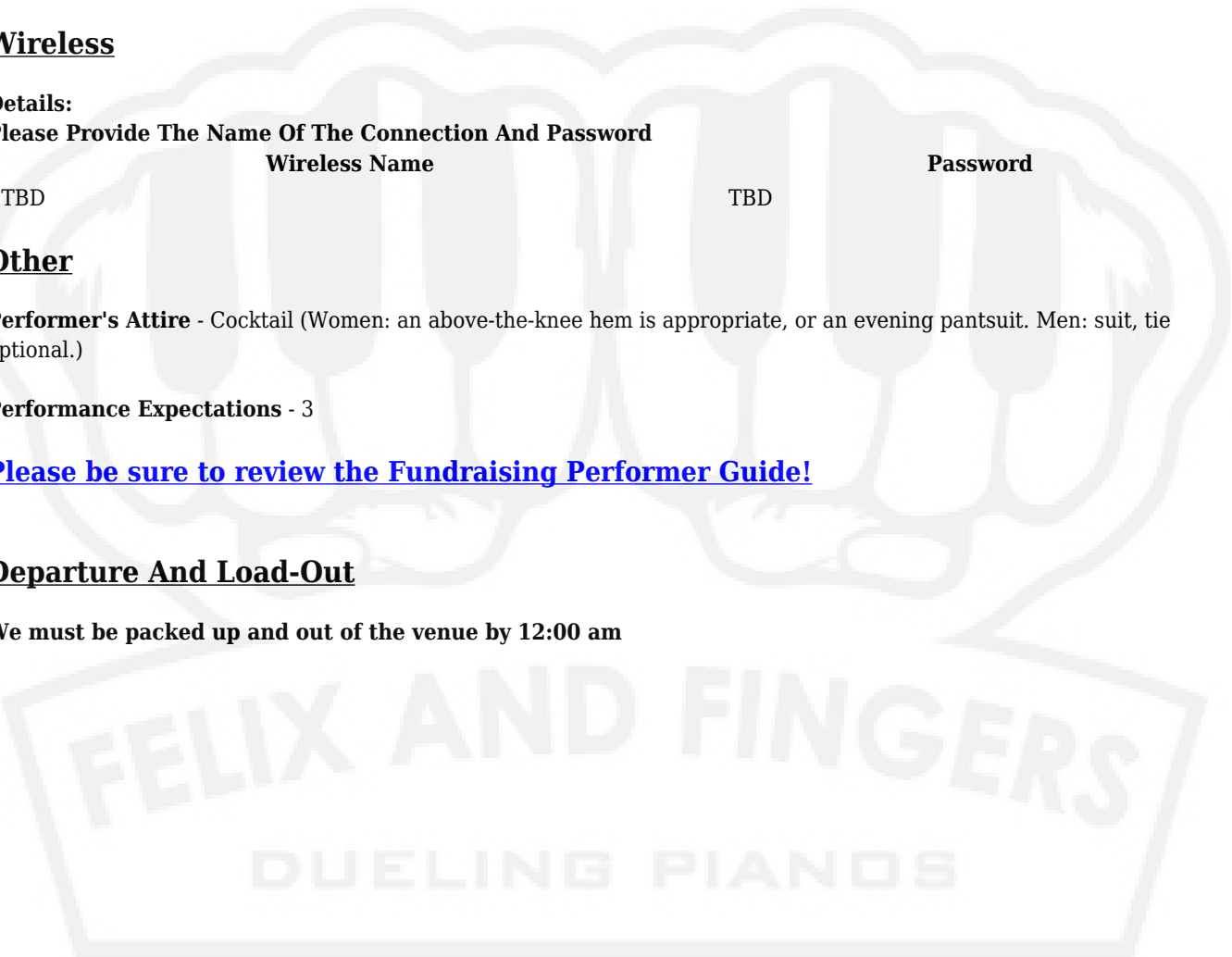
**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

**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 12:00 am



# Shine a Light Gala/NAMI DuPage 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 special load-in instructions
- No special announcements
- No genres/tunes to avoid
- 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](#)