

JCH Event Coordination Launch Party Private Event

General Information

Performers

- Kathleen Butler-Duplessis - kathleen@felixandfingers.com - 6142044338 (Piano)
- Katie Cronin - katie@felixandfingers.com - 617-448-7975 (Piano)

Entire Event Day Time Frame

02/08/2025 - 06:00 pm - 10:00 pm EST

Location

MILA by The White Apron
1 Franklin St
Exeter, New Hampshire 03833-2809

Contact Person(s)

Juliet Hadley
(978) 807-4989
juliet.hadley0@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

Expected number of guests:

75

Contacts

Upgrades

- Mini-shells

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General Timeline

Itinerary

Time Frame	Activity	Notes
6:00-6:30	DJ cocktail background music	cocktails, passed hors d'oeuvres and serving stations
6:30-9pm	Live set	We might push back 6:45-9:15. Check with Juliet before starting.
*	Juliet will want to thank everyone for coming.	This could happen before, during, or after our set, we'll check in with her day of.
9:00-10pm	DJ Background music	Hard stop at 10 for sound ordinance. Juliet thinks people might trickle out around 9:30.

Dinner Seating

Anywhere they'd like! There is a private room for vendors to rest but I would love for them to socialize to when they need a break and the dj music comes on. It more of launch party / networking event

Announcements

Just for me to thank everyone fore coming

Explicit Lyrics:

Keep it to the bare minimum but it's ok if some songs have swears in them.

Songs To Avoid:

Avoid line dances.

Tipping:

No

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

Possibly!

Sound Ordinance

Last song must end at **10:00 pm**

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

I'm not sure at the moment!

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 Private Events Guide!](#)

Departure And Load-Out

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

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Gear Check And No-List

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 must-play songs
- No tipping allowed
- No children
- 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](#)