

# Twist, Shout, and Sparkle Benevolent Care Fund Gala for Ashby Ponds Fundraising Event

## General Information

**This event has a 'No Social' agreement.**

**Do not post about this event. Do not take or share photos under any circumstances.**

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### **Performers**

- Kathleen Butler-Duplessis - kbutlerduplessis@gmail.com - 6142044338 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

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

09/19/2024 - 05:30 pm - 09:00 pm EST

### **Location**

Great Oak Clubhouse at Ashby Ponds  
44755 Audubon Square  
Ashburn, Virginia 20147-6270

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

Elisabeth Longworth  
(703) 801-5906  
elisabeth.longworth@erickson.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 03:00 pm

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

200

### **Contacts**

**Venue Manager:**  
Dominique Wallace

(571) 291-6100  
dominique.wallace@erickson.com

## Upgrades

- Mini-shells



# Twist, Shout, and Sparkle Benevolent Care Fund Gala for Ashby Ponds Fundraising Event General Timeline

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## **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
3:00 PM	Load In	
5:15 PM	Cocktail hour (In Great Oak Lobby)	DJed BGM: Mo-Town / Jazz Playlist
6:30 PM	Dueling Pianos Start (set 1)	In Theatre (For 1 hour)
7:30 PM	Dueling Pianos End   Speeches/Thank Yous	Relocate Set-up to Banquet Room
7:45 PM	Dueling Pianos Start (set 2)	
9:00 PM	Event End	Soft Stop

## **Dinner Seating**

We will provide a restaurant menu to the performers in the days in advance of the show to select a meal. We will bring the restaurant take-out meal to the performers to eat in the dressing rooms. Timing to be confirmed with the performers.

Guests of the event will be eating hors d'oeuvres during the cocktail and party hours.

## **Announcements**

All Funds raised will go to the BCF (Benevolent Care Fund)

Thanks so much for being here and for making Ashby Ponds your home!

NOTE:

This is a fundraiser for the Benevolent Care Fund -- our Fund that provides confidential financial assistance to residents who fall into financial catastrophe, typically due to unforeseen medical expenses. This Fund allows residents to remain at Ashby Ponds, their home for life.

## **Explicit Lyrics:**

normal PG-13 show

## **Tipping:**

No

## **Alcohol/Bar**

**Type:** Open

**Additional Information:** This is a fundraiser for the Benevolent Care Fund -- our Fund that provides confidential financial assistance to residents who fall into financial catastrophe, typically due to unforeseen medical expenses. This Fund allows residents to remain at Ashby Ponds, their home for life.



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## Miscellaneous Information

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

Probably but TBD by the guest list.

### **Wireless**

**Details:**

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

	<b>Wireless Name</b>	<b>Password</b>
Guest		N/A

### **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**

**Shuttle Details** - Campus shuttle. No announcements needed.

**We must be packed up and out of the venue by 10:00 pm**

**Additional Information:** More specifics on timeline:

5:30-6:30 -- Cocktail hour with DJ

6:00pm - doors will open to theater for those who wish to sit early.

6:30-7:30pm - Performance on stage in 230-seat theater. Requests taken during cocktail hour and during show by volunteers.

7:30-7:45pm -- Stage curtains close. F&F move into second location. Elisabeth/Lyn (hosts) will talk in the theater doing giveaways and thanking attendees.

7:45-9:00pm -- Party Time -- continue with performance in banquet room setting. Dance floor will be open.

# Twist, Shout, and Sparkle Benevolent Care Fund Gala for Ashby Ponds Fundraising Event 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 special load-in instructions
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- No children
- No sound ordinances
- No media sharing of any kind

## **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](#)