

# Liberty High School Prom Fundraiser Fundraising Event

## General Information

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### **Performers**

- Kai Plier "Kai on the Keys" - kelisemusic@gmail.com - 3123505590 (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**

11/09/2024 - 06:00 pm - 09:30 pm CST

### **Location**

Colony Acres Barn  
1150 Front Street  
North Liberty, Iowa 52317

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

Andrea Meyer  
(319) 530-3049  
andreameyer1978@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 04:30 pm

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

100

### **Upgrades**

- Mini-shells

### **Files**

- [Mockup-of-table-placement.pdf](#)
- [Colony-pic.jpg](#)

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## General Timeline

### Itinerary

Time Frame	Activity	Notes
3:30-6:00PM	General setup & access to facility	
6:00-7:00	Doors open, Silent Auction begins, Cocktail hour	Mix of background Music
6:30	Food Available	
7:00PM-9:30	Dueling Pianos	
8:15	Notify everyone that silent auction closes at 8:30	
8:30	silent Auction closed	
9:00	Heads or Tails (Maybe us running. one game)	Heads or Tails game where potentially principal comes up to flip the coin. People who have the necklaces on and have purchased a chance to win the prize (Yeti cooler) . Everyone chooses either hands on their head or hands on their 'tails' and then it keeps going round after round, until down to two people and force them to split to be different and one winner is awarded the prize.
9:30	Dueling end & alcohol closed	after, keep music on for a bit.
10-11pm	Must vacate facility by 11pm	

### Dinner Seating

We are having heavy appetizers only for the event. If that is not suitable, we can order in a meal for the performers- would just need to know their preference out of a list of local restaurants provided and preference on time for it to arrive (before or after performance).

### Announcements

Announce a 10 minute warning prior to 8:30 that silent auction will be closing.

Announce a 15 minute warning prior to 9:30 for last call for alcohol.

Closing thank yous to a list of sponsors.

**Explicit Lyrics:**

Explicit are fine as it will be 21 and older, however this is a school fundraiser so try to avoid excessively sexually graphic lyrics...no WAP :)

**Tipping:**

Yes

**Alcohol/Bar**

**Type:** Open



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## Miscellaneous Information

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

Potentially the principal Justin Colbert will lead the Heads or Tails

### **Wireless**

**Details:**

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

Wireless Name	Password
TBD	TBD

### **Other**

**Performer's Attire** - Casual (Blue jeans and a t-shirt would be acceptable.)

**Performance Expectations** - 1

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

**We must be packed up and out of the venue by 11:00 pm**



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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 special load-in instructions
- No venue manager
- 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](#)