

# Harbor Day School - Student Enrichment Assembly

## Private Event

### General Information

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#### **Performers**

- David Mahokey - david.mahokey@gmail.com - 724-317-1045 (Piano)
- Katie Louise - katie@iamkatielouise.com - 518-396-6145 (Piano)

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

10/30/2024 - 01:50 pm - 02:20 pm PST

#### **Location**

Harbor Day School  
3443 Pacific View Dr  
Corona Del Mar, California 92625

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

Kristina Rattet  
(415) 216-5868  
kristina.rattet@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 01:00 pm

**Please Note:** Please arrive and check-in at the front reception. Mrs. Mullane will meet you and escort you to the theater where all equipment and AV will be set up in advance. There is parking available in the lot at the school, as well as an overfill lot directly across the street. Please be aware that carpool will begin lining up in the overfill lot at 2:00pm, so it's recommended that you use the school's lot or street park for easier exit. If you anticipate staying on site after 2:45pm, you should only street park, as the parking lot will be opened up to carpool and your exit will be blocked until approximately 3:10pm.

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

350

#### **Contacts**

##### **Venue Manager:**

Melissa Mullane

(949) 640-1410  
mmullane@harborday.org  
<http://harborday.org>

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### General Timeline

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#### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
1:50-2:20pm		The students will be seated in the theater at 1:50pm and the assembly will conclude at 2:20pm, at which time, they will file out.

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#### **Explicit Lyrics:**

NO explicit lyrics or harsh lyrics (like "shut up" or "stupid" or "retarded").

#### **Songs To Avoid:**

Please keep the songs oriented towards children aged 5-14 (grades K-8). Please avoid anything with explicit lyrics or that may be politically charged.

#### **Must Play Songs:**

Roar - by Katy Perry ()  
Happy - by Pharrell Williams ()  
Can't Stop The Feeling - by Justing Timberlake ()  
Shake It Off - by Taylor Swift ()  
Believer - by Imagine Dragons ()  
...anything On Top Kidz Bop Playlist... - by ()

#### **Tipping:**

No

**Additional Information:** All equipment will be set up in advance and some additional song requests may be taken. Requested song list is a general guide/suggestion for types of songs to play.

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### Miscellaneous Information

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

Possibly - will confirm, but we may want to engage some of the teachers on stage if time allows.

#### **Children**

**Approximate Number Of Children:** 350

**General Age Range:** 5-14

#### **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** - 3

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

**We must be packed up and out of the venue by 02:30 pm**

**Additional Information:** You will be performing in a theater in an assembly setting to an elementary and middle school group, plus faculty and teachers. I am completing this form on behalf of our Director of Lower Schools (Mrs. Melissa Mullane), and some minor details are subject to change once she has her call with your team member. Thank you!

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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 announcements
- No tipping allowed
- No alcohol
- 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](#)