

2025 EPBR Installation (Celebrating our incoming President, Angela Horner, and the board of directors)

Corporate Event

General Information

Performers

- Maddy Ludwig - madelyn.ludwig@gmail.com - 8475293696 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

IMPORTANT: Food Allergy Information

- Maddy Ludwig has the following food allergies: Gluten

Entire Event Day Time Frame

01/10/2025 - 05:00 pm - 10:00 pm EST

Location

Events At Bella Vista
7816 Tuscarora Pike
Martinsburg, West Virginia 25403-1218

Contact Person(s)

Jillian Hayes
(304) 579-7487
jillianhayeshomes@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 03:00 pm

Expected number of guests:

estimating 100-120

Contacts

Photographer:

Moises Mendoza
Sc Studios
(304) 314-2750
moises@scmarketingwv.com
<https://www.scmarketingwv.com/>

Venue Manager:

Courtney Frye

(304) 582-2372

billing@eventsatbellavista.com

https://eventsatbellavista.com/https://eventsatbellavista.com/

Leiters Catering

Karen Voellinger

(301) 223-7070

kvoellinger@leitersfinecatering.com

Toast & Sip Bartenders

Bekah Hayes

toastandsipevents@gmail.com

Shabby Chic Designs (Florals & Backdrop)

Christy Robinson

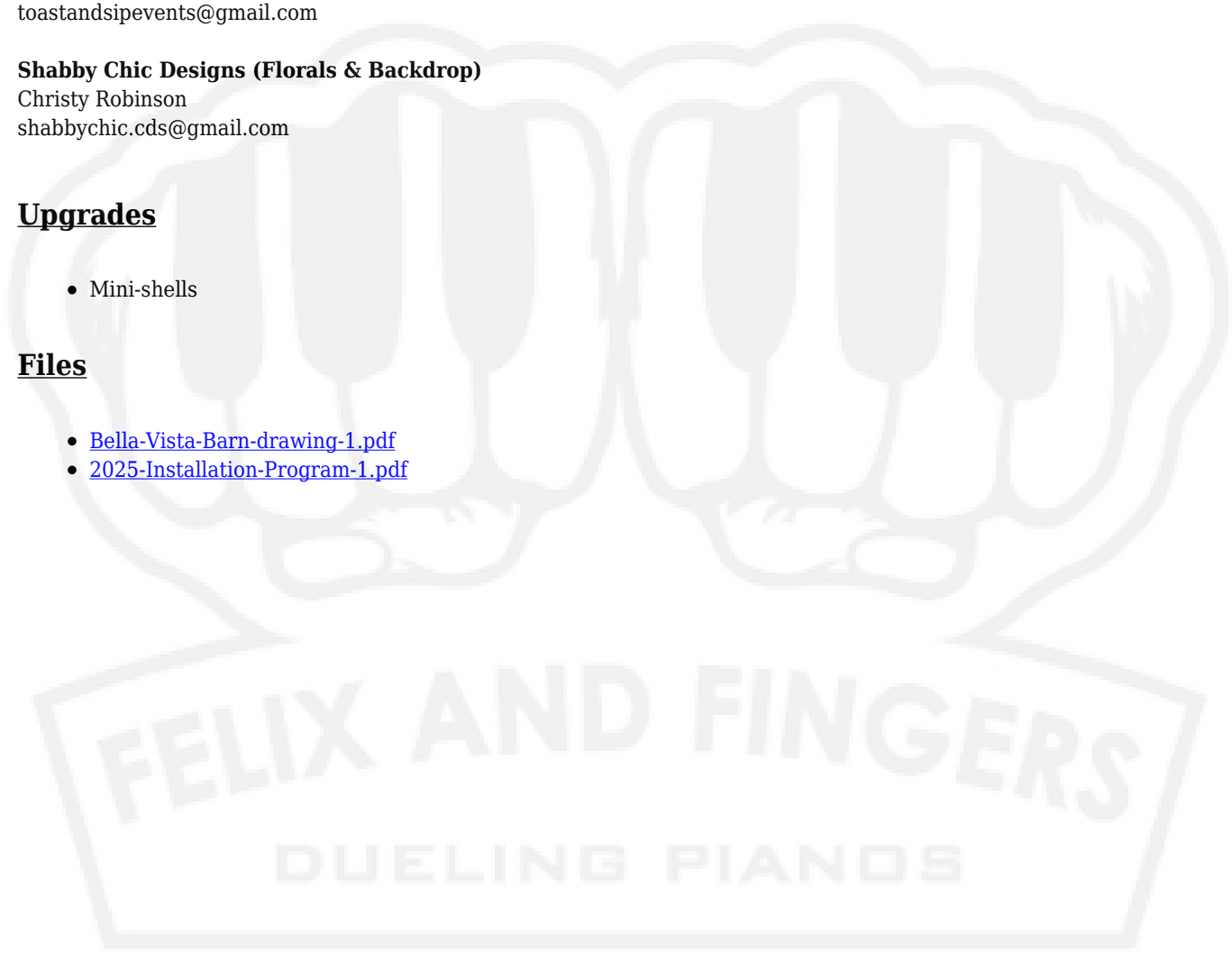
shabbychic.cds@gmail.com

Upgrades

- Mini-shells

Files

- [Bella-Vista-Barn-drawing-1.pdf](#)
- [2025-Installation-Program-1.pdf](#)



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General Timeline

Itinerary

Time Frame	Activity	Notes
5:00-6:00pm	Cocktail Hour	
6:00pm	Welcome Speech	Amy Cooper (F&F to MC)
6:05pm	Blessing	Rick Boswell
6:10pm-7:00pm	Buffet Dinner	Please help dismiss by tables. Tables 1-3 are vip tables. We'll release in order.
7:00pm (or whenever the last table is done getting food)	Awards/Speeches Begin	Please help in calling up each speaker
8:00pm (or whenever awards are done)	Live set starts. Open the Dance Floor	speeches might end closer to 7:30

Dinner Seating

There is no assigned seating, please feel free to join any table with open seating

Announcements

F&F to MC the whole night!

Please remind people of the following throughout the evening:

- There will be a silent auction table for RPAC
- When leaving please exit the parking lot in the back left corner
- before the last speech and opening the dance floor make an announcement that they're doing a giveaway for the centerpiece. Have everyone look under their chair and if they have number 1-16 they get to take the centerpiece.

Explicit Lyrics:

Use your best discretion. Some cussing is fine but maybe avoid anything extremely wild.

Tipping:

Yes, for charity

The pianos have been sponsored. PrimeLending piano is donating to REALTOR Relief, Cross Country Mortgage piano is donating to Boys and Girls Club of the Eastern Panhandle. Make this a competition between the two pianos!

Alcohol/Bar

Type: Cash

VIP Branding Wrap

Players, please find the simple instructions on how to apply the wrap here: <https://youtu.be/OYODK8s37gs>

Additional Information: F&F will MC Jillian has attached the current program and she will make sure to give you a program the day of so you know the exact order of things.



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Miscellaneous Information

People To Include In Show

There is a section of our program where our Community service committee will come up and present checks for funds raised to the following charities:

From funds raised at the Cornhole Tournament:

- Sleep In Heavenly Peace
- Lotus Haven
- Starting Points of Morgan Co

From funds raised at the Bowling Tournament:

- Four State Community Veterans Engagement Board
- Mary's Refuge Maternity Home
- Voice Against Domestic Violence

From Sponsor A Plate:

- Martinsburg Union Rescue Mission

Sound Ordinance

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

Wireless

Details: There is no name/password. You may have to create a hotspot.

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 Corporate Events Guide!](#)

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

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 children
- No wireless access
- 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](#)