

Forest Glen Elementary School PTA Fundraiser

Fundraising Event

General Information

(All tips MUST be provided to the client at the end of the night!)

Performers

- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)
- Will Krieger - wkriegermusic@gmail.com - 2627202249 (Piano)

IMPORTANT: Food Allergy Information

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

Entire Event Day Time Frame

01/25/2025 - 07:00 pm - 11:00 pm CST

Location

Crowne Plaza Lombard Downers Grove, an IHG Hotel
1250 Roosevelt Rd
Glen Ellyn, Illinois 60137

Contact Person(s)

Abby Shapland
(630) 640-5005
abshapland@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 05:30 pm

Please Note: Service elevator available

on the lower floor, use the elevator or ramps.

Expected number of guests:

There is space for 270 - but currently expecting closer to 220

Contacts

Venue Manager:
Christine Stanek

(630) 613-1236

CStanek@cpklenellyn.com

https://www.ihg.com/crowneplaza/hotels/us/en/glen-ellyn/chige/hoteldetail?cm_mmc=GoogleMaps_-CP_-US_-CHIGE

Event Planner

Lauren Tedford

(847) 334-4565

laurenktedford@gmail.com

Event Planner

Gianna Graham

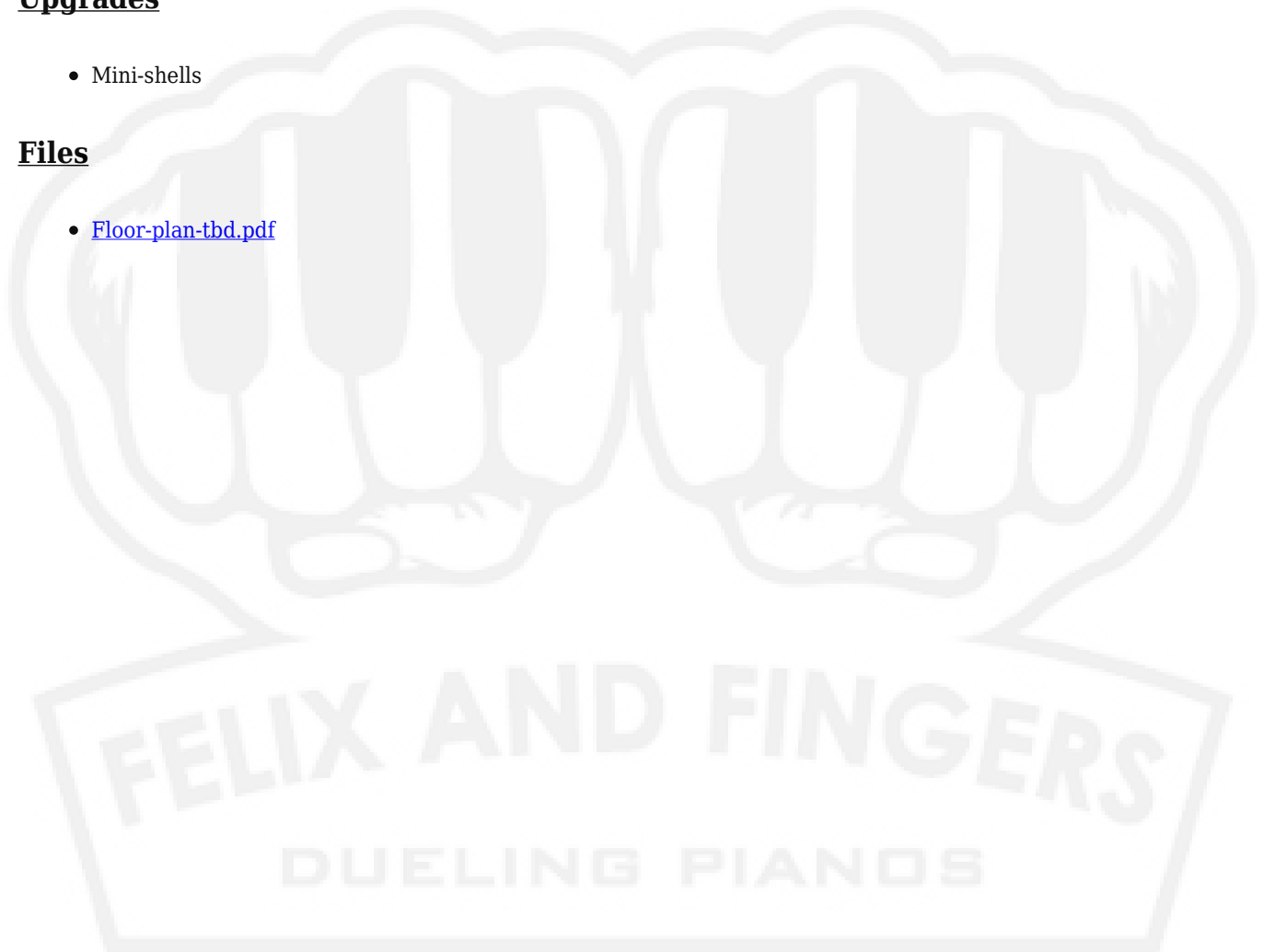
gmsonni@gmail.com

Upgrades

- Mini-shells

Files

- [Floor-plan-tbd.pdf](#)



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General Timeline

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Itinerary

Time Frame	Activity	Notes
7-730pm	Arrival - Business side	Doors open, check in, buy tickets for dueling piano competitions, download auction app, piano players eat
7-730pm	Arrival - Guests	Drinks, apps, browse auction items, wine pull
730pm	Welcome	Dueling Piano chairs and PTA President speak
745-1045pm	Dueling Pianos	Anticipate 4-5 interjections for things like auction items (maybe 2-3 minutes per interjection)
1045pm	Closing	Final remarks from Dueling Pianos chairs
11pm	Event ends	Bar shuts down, online auction closes, event ends
11-1130pm	Closing	Dueling pianos pack up, guests claim auction items

Dinner Seating

Pianos players will eat immediately after set-up until 7:30. Players can eat where they choose.

Announcements

Felix Fingers will pass mic to FG chairs for specific announcement (4-5 times throughout the night, will discuss timing and specifics).

Explicit Lyrics:

Please try to avoid explicit lyrics but sh*t happens :)

Songs To Avoid:

We hope to discuss this more during our meeting. While we don't want things like Hokey Pokey or Chicken Dance, especially early on, there is a chance than some 'cheesier' songs could go well later in the evening, but we'd defer to you on that.

Tipping:

Yes, for charity
Forest Glen PTA

Alcohol/Bar

Type: Cash

Additional Information: Historically speaking, our school's PTA fundraiser has always been a Trivia Night, but feedback from the past year was that people were looking for a change, which led us to you! We are really excited about this event! That said, our primary goals are to (1) raise as much money as possible, and (2) keep the crowd engaged the whole night! We want to ensure that people are dialed in to what you are doing and feel a part of the event.



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Miscellaneous Information

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People To Include In Show

We will consider this more, but generally speaking, this will be a pretty lively group in full costume (theme: Billboard's Top 100). If you want us to give you names of people who may be fun to bring up or banter with, we can put that together for you.

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

IHG One Rewards - open network, includes 500 MBPS

ask day of.

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 Fundraising Performer Guide!](#)

Departure And Load-Out

We must be packed up and out of the venue by 01:00 am

Additional Information: In terms of banter vs. dancing, we are thinking that there would be more banter (2) in the beginning of the night, and move more towards more dancing (4) at the end.

There is no time in which you need to be out by - I just indicated 1AM to give you enough time after the event. The space is open to you until you are finished packing up.

Additionally, they have (4) pieces of stage that are 4'x8' each. Access to outlets will be available. If electrical cords and or power strips are needed, we can let the venue know.

dress up as a billboard top 100 artist or just dress up.

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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 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](#)