

Night of Magic Charity Gala Benefiting Older Adults in Southeastern Virginia Fundraising Event

General Information

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

Performers

- Jordan Peterson - petersonjm2@gmail.com - 4023406887 (Piano)
- Kathleen Butler-Duplessis - kathleen@felixandfingers.com - 6142044338 (Piano)

Entire Event Day Time Frame

03/07/2025 - 06:00 pm - 10:00 pm EST

Location

The Neon House
819 Granby St
Norfolk, Virginia 23510-2003

Contact Person(s)

Brittini Cochran
(757) 264-7991
bcochran@ssseva.org

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 04:00 pm

Expected number of guests:

200

Contacts

Venue Manager:

Mandi Turner

(757) 530-6366
mturner@theneonhouse.com
<https://www.theneonhouse.com/>

Upgrades

- Mini-shells

Files

- [Senior-Services-Gala-Layout-REV.pdf](#)



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General Timeline

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Itinerary

Time Frame	Activity	Notes
6:00 pm - 6:45 pm	Cocktails, Up-close Magic, Silent Auction Opens	This is in Room 1 - (Background Jazz)
7:00 pm - 7:30 pm	Seating and Presentation	This is in Room 2
7:15 pm - 8:30 pm	Dinner Service	Dinner Music (Background jazz)
8:30 pm - 10:00 pm	Felix & Fingers live entertainment	Silent Auction Ends at 9
9:00 pm - 9:15 pm	Raffle and Silent Auction Winners	Raffle will be announced live - Auction via text F&F to MC
9:15 pm - 10:00 pm	Entertainment and Dancing	

Dinner Seating

Performers will be able to sit at a dinner table, or there is a private area available if they wish. We ask they just put on some background dinner music and join us for dinner service between 7:30 pm - 8:30 pm.

Meal options are Beef, Fish, or Vegetarian.

Announcements

We will need reminders about Silent Auction until it ends. We will have runners bringing notes on items that may need a push.

Purchase raffle tickets \$10 a piece

Encourage people to bid on silent auction items

Announce silent auction closes at 9pm, several times.

Explicit Lyrics:

We'd appreciate it if the lyric was changed to something more acceptable.

Songs To Avoid:

We want to avoid anything too cheesy and anything too divisive. Rap and country, avoid unless requested, nothing offensive.

Must Play Songs:

Oldies - *by Various (Live)*

Any - *by Beatles (Live)*

Tipping:

Yes, for charity

Senior Services of Southeastern Virginia (QR code provided by them)

Alcohol/Bar

Type: Combination/Other

Details: Each attendee will receive two free drink tickets. After that, they will have to purchase their own beverage.

Additional Information: We don't have specific song requests, but we would like a mix of popular pop or alternative, golden oldies, and some line dances. We want this portion of the event to be fun, but we don't want it to feel like a prom.



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Miscellaneous Information

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Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

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 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 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](#)