

# Brooke's House Gala Fundraising Event

## General Information

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

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### **Performers**

- Jordan Peterson - petersonjm2@gmail.com - 4023406887 (Piano)
- Maddy Ludwig - madelyn.ludwig@gmail.com - 8475293696 (Piano)

### **IMPORTANT: Food Allergy Information**

- Maddy Ludwig has the following food allergies: Gluten

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

02/14/2025 - 06:00 pm - 10:00 pm EST

### **Location**

Courtland Mansion  
19411 Cortland Dr  
Hagerstown, Maryland 21742-2546

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

Beth Barr  
(240) 818-5336  
bbarr@ellsworthelectric.net

### **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:**

300

### **Contacts**

#### **Photographer:**

High School Student Volunteers  
Washington County Public Schools  
(000) 000-0000  
aaaa@aol.com

#### **Venue Manager:**

Bonnie Ellis

(240) 446-1758  
cortlandmansion@gmail.com  
<http://cortlandmansion.com>

## **Upgrades**

- Mini-shells



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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
6pm	Cocktail Hour (Music)	Instrumental piano
6:30pm	Dinner (Music)	Jazzy, not too sleepy (Michael Buble)
7:30pm	Speakers	WIRELESS MIC
7:45pm	Live Auction	Hoping you could do this again for us
8:00pm	Silent Auction Closes/Closing Remarks	
8:15pm	Dueling Pianos	
10:00pm	Load out	

### Dinner Seating

We have two seats within the guest tables for you.

### Announcements

Call everyone to seats for dinner  
Go over Time line  
Perform Live Auction

I will have it all wrote out for you the day of

### Explicit Lyrics:

Keep it clean... just nothing too bad. :)

### Songs To Avoid:

No dances please.  
No vulgar language. (keep it somewhat clean)

### Tipping:

Yes, for charity  
Brooke's House

### Alcohol/Bar

**Type:** Cash

**Additional Information:** You will need to bring all of your own equipment for sound at this location.

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## Miscellaneous Information

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### People To Include In Show

no

### 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

[How to play a Felix and Fingers Fundraiser](#)

### Departure And Load-Out

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

FELIX AND FINGERS  
DUELING PIANOS

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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 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](#)