

Brooke's House Gala 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)
- 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

[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 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](#)