

CPO Piano Lounge Fundraising Event

General Information

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

Performers

- Bethany Lorentzen - voicebybethany@gmail.com - 214-929-9856 (Piano)
- Brian Boyce - bdboyce9@gmail.com - (816)678-6247 (Piano)
- Mark Smith - smitty.bigfish@gmail.com - 405-223-0272 (Drummer)

IMPORTANT: Food Allergy Information

- Bethany Lorentzen has the following food allergies: Gluten

Entire Event Day Time Frame

03/01/2025 - 06:00 pm - 11:00 pm CST

Location

National Cowboy & Western Heritage Museum
1700 NE 63rd St
Oklahoma City, Oklahoma 73111-7906

Contact Person(s)

Merrick Fitzgerald
(405) 401-9904
merrick.fitzgerald@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 04:00 pm

Expected number of guests:

550

Contacts

Venue Manager:

Stacy Edwards

(405) 839-7768
sedwards@nationalcowboymuseum.org

Upgrades

- Mini-shells
- Additional Musicians

Files

- [Sam-Noble-Special-Events-Center-from-Annual-Fundraiser-2.pdf](#)



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General Timeline

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Itinerary

Time Frame	Activity	Notes
6-7	Cocktails	Background Playlist (Motown/Post Modern Jukebox)
7-8	Dinner	Same playlist
7:00 ish	Live auction w/auctioneer	5 auction items- Wireless mic
8:00-10:00	Dueling Pianos	
10:00	Another DJ in Late night lounge	Drinks and dancing in separate room (Not Fnf)

Dinner Seating

Eat with Guests. Possibly in another dressing room

Announcements

Announce the DJ and Dancing in Separate room

Drawing for a Diamond Bracelet. May need to announce. Might be right before show.

Explicit Lyrics:

Keep it as Clean as possible

Songs To Avoid:

All adult event. We do not have a dance floor - so line dances may be difficult

Tipping:

Yes, for charity
Casady School

Alcohol/Bar

Type: Open

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Miscellaneous Information

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People To Include In Show

May bid on some faculty to come up.

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

Other

Performer's Attire - Formal (Women: formal gown. Men: suit with a tie.)

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](#)