

Regency Women's Club /ARTfactory of Manassas Scholarship Fund Fundraising Event General Information

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

Performers

- Adam Mitchell - starcitypianos@gmail.com - 540-556-2041 (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

04/04/2025 - 05:00 pm - 09:00 pm EST

Location

Regency at Dominion Valley
15351 Championship Dr
Haymarket, Virginia 20169-8113

Contact Person(s)

Elaine Hughes
(571) 332-5923
emmhughes15@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 03:00 pm

Please Note: She will tell the guard house that they will be coming. Go through the gate, stop sign, and to the left to the clubhouse. Load into the clubhouse.

Expected number of guests:

100-150?

Upgrades

- Mini-shells

Files

- [Deuling-Pianos-040425.pdf](#)



Regency Women's Club /ARTfactory of Manassas Scholarship Fund Fundraising Event General Timeline

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Itinerary

Time Frame	Activity	Notes
5:30-6:30	DJ/ Light music- dinner	
6:30	Dueling Pianos Show	
9:00	SHow Ends	

Dinner Seating

Thought Piano duelers could eat 5:30-6:30. We will have an area for them to eat.

Announcements

We would like our raffle to be announced. Sales are 5-6:30.

At 7 we'd like the winners to be announced.

We would also like the Sponsors to be announced and thanked.

The planners of the event request that songs are \$10/ song or more!

Explicit Lyrics:

This is a 55+ community. Don't want any rap songs.

Would like to keep music 50's to 80's

Tipping:

Yes, for charity

ARTfactory of Manassas- Give to Elaine at end of the night

Alcohol/Bar

Type: Open

Regency Women's Club /ARTfactory of Manassas Scholarship Fund Fundraising Event Miscellaneous Information

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Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD- Elaine will help you!

Other

Performer's Attire - Other

This is a casual event. I prefer no shorts. Black & White theme!

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 10:00 pm

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Scholarship Fund Fundraising Event

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 venue manager
- No genres/tunes to avoid
- 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](#)