

# JDRF Central Ohio Promise Ball Fundraising Event

## General Information

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

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### **Performers**

- Nick Traverso - nick.traverso.33@gmail.com - 724-822-3677 (Piano)

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

11/04/2023 - 06:00 pm - 11:00 pm EST

### **Location**

Hilton Columbus- Downtown  
402 N High St  
Columbus, Ohio 43215

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

Kristy Emch-Roby  
(614) 338-5372  
kemch-roby@jdrf.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 03:30 pm

**Please Note:** I have a PDF from the Hilton that includes pictures that I would like to send.

From I-670 Eastbound -

- Take Exit 3 for Neil Avenue
- Turn right onto Neil Avenue
- Turn left onto Vine Street
- Turn right onto Convention Center Drive
- Pass Vine Street Parking Garage entrance

For 402: continue straight past 401 dock, underneath overpass.

Look for yellow "Loading Dock Area" sign and back in.

To exit: continue straight on Convention Center Drive for access to I-670E and I-71N.

From I-670 Westbound -

- Take Exit 3 for Goodale Street toward Neil Avenue.
- Merge onto W Goodale Street.
- Turn left onto Neil Avenue.
- Turn left onto Vine Street.
- Turn right onto Convention Center Drive.
- Pass Vine Street Parking Garage entrance.
- For 402: continue straight past 401 dock, underneath overpass.

Look for yellow "Loading Dock Area" sign and back in.  
- To exit: continue straight on Convention Center Drive for access to I-670E and I-71N.

**Expected number of guests:**

250

**Contacts**

**Photographer:**

Terri Butler

N/A

(614) 327-3984

terbtlr@hotmail.com

**Venue Manager:**

Jody Unger

(614) 264-7318

jody.unger@hilton.com

<http://hilton.com>

**Market Director**

Kristy Emch-Roby

(614) 338-5372

kemch-roby@jdrf.org

**Upgrades**

- Mini-shells



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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
5:45-approx. 7:00 PM	DJed Music	This is during pre-function- Kristy to cue opening of doors
7:25-8 PM	DJed Music During Dinner	upbeat 60s 70s 80s
8-9:30	intro music and banter with auctioneer during live auction	list of DJ recorded cues to come via email
9:30-11	Dueling pianos/dancing	as quick of a transition as possible after program do capture audience

### **Explicit Lyrics:**

Keep as clean as possible

### **Songs To Avoid:**

All of your examples... please avoid.

### **Tipping:**

Yes, for charity  
JDRF Southern & Central Ohio

### **Alcohol/Bar**

**Type:** Open

**Additional Information:** This event, prior to last year, hadn't had dancing at the end. We did have it last year, but the band took 20 minutes to set up and most of the people already left. If there is any way to be ready as soon after the program ends as possible, we will hopefully maintain the crowd.

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## Miscellaneous Information

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### **People To Include In Show**

Meggie Giancola

### **Children**

**Approximate Number Of Children:** 10

**General Age Range:** 4-17

### **Wireless**

#### **Details:**

**Please Provide The Name Of The Connection And Password**

**Wireless Name**

**Password**

Hilton Honors Meeting

JDRF25!

### **Other**

**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

**Performance Expectations** - 4

This number represents a sliding scale between 0 and 5. 0 leans towards traditional bar show with lots of dueling piano banter and comedy. 5 represents a show with little talking and non-stop dancing.

Some dueling piano banter and comedy. A stronger focus on dancing.

**[Please be sure to review the Fundraising Performer Guide!](#)**

### **Departure And Load-Out**

**We must be packed up and out of the venue by 12:00 am**

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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 announcements
- No must-play songs
- 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](#)