

# DuPage Foundation Fundraising Event

## General Information

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

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### **Performers**

- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)
- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)

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

11/04/2023 - 05:30 pm - 11:30 pm CST

### **Location**

The Westin Chicago Lombard  
70 Yorktown Shopping Center  
Lombard, Illinois 60148-5529

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

Kait Balsewicz  
(630) 251-9125  
kait@dupagefoundation.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

### **Expected number of guests:**

300

### **Contacts**

#### **Venue Manager:**

Lindsey Benner

(630) 719-8006  
lindsey.benner@westin.com

### **Upgrades**

- Full-shells

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
5:30-7:00	Cocktail Hour	Provide DJ background music
6:40	Dinner Chimes Begin	
7:00 - 7:10	Welcome	AV company to provide microphone
7:10-8:10	Dinner Service	
8:15-8:25	Name That Tune Game	
8:25	CEO Remarks	
8:30 - 8:55	Paddle Raise	
8:55	Closing Remarks	
9-11:30	Felix and Fingers!	

### **Announcements**

Staff will provide a very brief list as we get closer with reminders about silent auction close, bar last call, etc.

### **Explicit Lyrics:**

Generally should be avoided. Some modest swearing is ok but no foul or sex/drug/etc. language.

### **Songs To Avoid:**

The above mentioned! This is a black-tie event that spans generations - focus on hits, classics, and songs that will make people move but aren't line dances.

### **Must Play Songs:**

The Way You Look Tonight - by ()  
Happy - by ()  
I Got You Babe - by ()  
Wonderful World - by ()  
Satisfaction - by ()  
Living La Vida Loca - by ()  
Rolling In The Deep - by ()

### **Tipping:**

Yes, for charity  
DuPage Foundation

## **Alcohol/Bar**

**Type:** Open

**Additional Information:** 7 songs are for Name That tune- client will choose five.



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## Miscellaneous Information

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### 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 - A mix of interaction with both traditional requests and dance songs.

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.

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

### Departure And Load-Out

**We must be packed up and out of the venue by 12:30 am**

**Additional Information:** Feel free to lean into the theme - Under the Sea (see [www.dupagefoundation.org/UndertheSea](http://www.dupagefoundation.org/UndertheSea))

We are going for more deep, beautiful ocean than Little Mermaid or Beach Vacation.

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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 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](#)