

Decatur Chamber of Commerce Fundraising Event

General Information

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

Performers

- Eddie Thompson - edwardthompson@mac.com - 346 332 3456 (Piano)
- Isaac Cooremans - imorales0009@gmail.com - 915-332-9664 (Piano)

Entire Event Day Time Frame

10/14/2023 - 06:00 pm - 10:30 pm CST

Location

Decatur Conference Center
2010 US-380 W
Decatur, Texas 76234

Contact Person(s)

Misty Berry
(940) 399-9160
mistyberry@decaturtx.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

Please Note: Set up in the Great Hall on the stage. Load in through the West door. OR, they may direct you down to the big roll-up door.

Expected number of guests:

300

Contacts

Venue Manager:

Carla Johnson

(940) 393-0280

cjohnson@decaturconferencecenter.com

<http://decaturconferencecenter.com>

Upgrades

- Mini-shells

Decatur Chamber of Commerce Fundraising Event

General Timeline

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

Itinerary

Time Frame	Activity	Notes
6:00 pm	Doors and Bar Opens	
6:00-7:15	DJ Background, Silent Auction & Raffle Open	Playlist Provided ahead of time
6:30-7:30	Dinner	Guests are still encouraged to visit silent auction, raffle and photo booth during this time
7:00	Welcome & Introductions	Misty & Chamber President
7:15-8:00	Dueling Pianos	Players eat, then start live music.
8:00	Special Citizen of the Year Presentation	
8:15-9:00	Live Auction	Auctioneer may use House Mic
9:00-10:00	Dueling Pianos	(or immediately following live auction)
9:30	Close Silent Auction	
10:00-10:30	DJ Music	We will have a a dance floor and provide playlist

Announcements

Last Call is 10:15. Last song - Closing Time

Explicit Lyrics:

Misty will be onsite the entire time. If that comes up we may skip that request. Just check in advance if you're unsure.

Songs To Avoid:

No hokey pokey, chicken dance, cheesy wedding stuff

Must Play Songs:

We Wil Provide A Playlist For Time Of DJ Music - by ()
Sweet Caroline - by (Live)

Tipping:

Yes

Alcohol/Bar

Type: Open

Additional Information: We plan to have the auctioneer host the Heads or Tails game. There is a \$500 cash prize for the last person standing. Please encourage people to win!



Decatur Chamber of Commerce Fundraising Event

Miscellaneous Information

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

People To Include In Show

Yes we will but I will need to scan the crowd and submit a couple of names that night.

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD (Ron can provide)

TBD

Other

Performer's Attire - Other

Theme for event is A Night Under the Stars - Throwback prom

It is casual. Jeans & fun shirt are totally ok - or wear your favorite throwback prom outfit

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 12:00 am

Additional Information: We will crown a "King & Queen" by offering a QR code for guests to cast their votes. Closer to 10pm.

Decatur Chamber of Commerce Fundraising Event

Gear Check And No-List

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

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 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](#)