

# NUCA of Iowa Annual Banquet Fundraising Event

## General Information

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

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### **Performers**

- Jake Ashby - jake@felixandfingers.com - 7034637586 (Piano)
- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)

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

02/16/2024 - 05:00 pm - 11:00 pm CST

### **Location**

Marriott Downtown  
700 Grand Ave  
Des Moines, Iowa 50309

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

Kim Frey  
(815) 878-1243  
kimfrey@nuca.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 03:30 pm

**Please Note:** Event will be taking place in the ball room. Cocktails start at 5pm so we would prefer set up to be done by then if possible.

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

200+

### **Contacts**

**Venue Manager:**  
Rebecca Lorsch

rebecca.lorsch@marriott.com

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
5pm	Cocktails	Recorded background music
5pm	Silent Auction Begins	
6pm	Dinner	Recorded background music
6:45pm	Speeches/Awards	F&F to provide mic
8pm	Entertainment	
10pm	Silent Auction Ends	
10:30pm	Conclusion of Entertainment	
10:30-11	dj music	

### Announcements

Make auction announcements as needed.

### Explicit Lyrics:

We are not worried.

### Tipping:

Yes, for charity  
Competition between our 2 sponsors....Contractor Solutions and J&K Contracting

### Alcohol/Bar

Type: Open

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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** - Casual (Blue jeans and a t-shirt would be acceptable.)

**Performance Expectations** - 1 - More banter and comedy. Less emphasis on dancing.

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

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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 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](#)