

Saint John the Evangelist School Spring Gala Fundraising Event General Information

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

Performers

- Adam Barbour - adam_barbour@yahoo.com - 5712989826 (Piano)
- Jim Tyrrell - jim_tyrrell@yahoo.com - 603-481-0158 (Piano)

Entire Event Day Time Frame

04/27/2024 - 06:00 pm - 10:00 pm EST

Location

Saint John the Evangelist School
111 John E Mann St
Warrenton, Virginia 20186

Contact Person(s)

Courtney Pomietto
(703) 819-4602
cewoodruff@yahoo.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: Please enter through the side kitchen door, you will be setting up on the stage. We will make sure that it is clear for you at 4pm.

Expected number of guests:

200

Upgrades

- Mini-shells

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General Timeline

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Itinerary

Time Frame	Activity	Notes
5:30	Doors Open / Silent Auction Items open	
6:00	Guests Find Seats / Blessing / Dinner	performers eat during this time, buffet style plenty of space at tables
7:00-8:30	Dueling Pianos 1st Set	
8:30-9:00	Live Auction	
9:00-10:00	Dueling Pianos 2nd Set	

Announcements

We would like the musicians to explain how the dueling pianos work.
Also, please announce bar closing towards the end of the show.

Explicit Lyrics:

Please avoid all explicit lyrics and keep it clean.

Tipping:

Yes, for charity
Saint John the Evangelist School

Alcohol/Bar

Type: Combination/Other

Details: Attendees will purchase drink tickets to be used at the bar, please give a last call

Additional Information: To go along with the dueling piano theme, we will have "dueling emcees" for the live auction.

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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 - 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 11:00 pm

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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 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](#)