

CLEF Scholarship Gala Fundraising Event

General Information

(Do NOT ask for any tips during this fundraising event!)

Performers

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Kaleen Dolan - kaleendolanmusic@gmail.com - 8472202322 (Piano)

Entire Event Day Time Frame

04/13/2024 - 06:00 pm - 11:15 pm CST

Location

The Morton Arboretum
4100 IL-53
Lisle, Illinois 60532

Contact Person(s)

Sue Lorr
(630) 595-9310
suelorr@clefchicago.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 04:00 pm

Please Note: cannot load in until 4:30. load into the ginku room. use loading dock door. bring a cart

Expected number of guests:

275

Contacts

Venue Manager:

Denise Martinez

(630) 621-0317

dmartinez@mortonarb.org

https://mortonarb.org/?utm_source=google&utm_medium=organic&utm_campaign=maps_main

Upgrades

- Mini-shells

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General Timeline

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Itinerary

Time Frame	Activity	Notes
6:00 - 7:15 pm	Cocktails/ Hors D'Oeuvres	Dj'd Background Music (In the hallway, set up separate speaker)
7:15 pm	Announcement start "Please take your seats"	
7:20 pm	2nd announcement "Please take your seats for our opening greeting & prayer. Dinner will be served in 15 minutes"	
7:30 pm	Welcome - Janet Klotz, CLEF Exec. Dir.	
7:35 pm	Prayer	
7:40 - 8:30 pm	Dinner	Dj - background music over dinner
8:30 - 9:10 pm	Speeches/ Choir/ Jazz Band	
9:10 pm	Fund a Need/ Live Auction/ Paddle Drop	During the paddle drop, DJ - Conga (Gloria Estafan)
check in during live auction to play some tunes to introduce the items.	Thank you/ Students & Board President	Paddle drop is where they collect the paddles.
9:45ish to 11:15	Dueling Pianos	9:45 pm Silent Auction ends

Announcements

Announce seating at 7:15 pm and again at 7:20 pm.

Explicit Lyrics:

This is a Lutheran educational foundation and we would prefer the songs to be clean.

Must Play Songs:

Celebrate - by Cool and The Gang (looking for your recommendation)

Tipping:

No

Alcohol/Bar

Type: Open

Additional Information: Ron with RLC sound. doing sound for the event. will email about how to plug in.

REMEMBER NO TIPS AT ALL> DO NOT A DONATE



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Miscellaneous Information

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People To Include In Show

Any and all.

Children

Approximate Number Of Children: 60 the children will be not seated at the dinner tables. They will be volunteering throughout the event.

General Age Range: 10-18

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

Morton wifi

no password

Other

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

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

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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 tipping allowed
- 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](#)