

Saint Charles Borromeo Soiree Fundraising Event

General Information

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

Performers

- Bre Podgorski - bre@felixandfingers.com - 8188235799 (Piano)
- Julian Velard - javelard@gmail.com - 646-242-0261 (Piano)

IMPORTANT: Food Allergy Information

- Bre Podgorski has the following food allergies: Gluten

Entire Event Day Time Frame

05/04/2024 - 06:30 pm - 10:30 pm PST

Location

Monsignor Gallagher Hall at St. Charles Borromeo
10830 Moorpark St
North Hollywood, California 91602-2206

Contact Person(s)

Brooke Lais
(818) 325-7163
brookenortonlais@gmail.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 04:30 pm

Please Note: There is a ramp on the right side of the building which leads directly into the room. We will save you street parking for the load in if we know when you are arriving.

Expected number of guests:

100

Event Chairperson

Laura Machuca
(818) 694-2136
lmachuca1218@gmail.com

School Principal

John Genova
jgenova@scb.school

Upgrades

- Mini-shells



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General Timeline

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Itinerary

Time Frame	Activity	Notes
6:30pm-7:00pm	Arrival, Check in, Buy drink cups & raffle tix	Background Music needed, Dinner available in courtyard, cocktails available
7:00pm-7:30pm	Dinner - Blessing will happen at some point here	Background Music needed, Encourage everyone to get food/drinks and browse auction and raffle
7:30pm	Dueling Pianos begin	
8:30pm	Raffle drawing 1 reminder for auction, Dessert	Churro truck arrives (tbd)
9:15pm	Raffle drawing 2, reminder 45 min left for auction	
9:45pm	End dueling pianos show	Need to understand duration of performance, please
10:00pm	Silent Auction Closes	Background Music needed
10:30pm	Event concludes	Background Music needed

Announcements

We will need help announcing 2 raffle drawings (Call Brooke up) and making periodic announcements about the silent auction that will be set up around the perimeter of the room.

Background music beginning: Dance music in the beginning (happy pop)

Background music ending: Dancing music (Dance party)

Explicit Lyrics:

This is an adults only 21 and over event. We are generally okay with some explicit language, but would prefer clean versions of the song if the explicit word is in the chorus or appears MANY MANY times. Thanks!

(Reminder this is a church school, so be aware)

Must Play Songs:

Piano Man - by Billy Joel (Live)

Livin' On A Prayer - by Bon Jovi (Live)

Any Songs - by Taylor Swift (Live)

Levitate Or Other - by Dua Lipa (Live)

You're So Vain - by Carly Simon (Live)

Fiesta Themed Event - by Any songs that may go with the theme ()

Tipping:

Yes, for charity
St. Charles Borromeo School

Alcohol/Bar

Type: Combination/Other

Details: You receive one drink with admission to the event. You can purchase a commemorative glass for \$25 and then you get all drinks free. Otherwise, it is a cash bar.

Additional Information: We would like to utilize the tip jars to encourage games with the crowd of parents. Perhaps one player has a tip jar for TK-3rd grade and the other 4th-8th and whoever gets most tips those kids get a pizza and ice cream party...other ideas welcome. ***

We will have a raffle and will need to stop to draw numbers 1 or 2 times and we will need silent auction announcement. The room is piped for sound and we will need cocktail hour music and music after the performance. We have a sound technician and need to understand if his help is needed and at what time.



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Miscellaneous Information

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People To Include In Show

The Principal (Mr. Genova) and the Pastor (Father Jose) possibly.

Wireless

Details:

Please Provide The Name Of The Connection And Password

	Wireless Name	Password
TBD		

Other

Performer's Attire - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit pants or designer denims with a button-up or collared shirt; no ties.)

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 11:00 pm

Additional Information: Our event is the Annual SCB Soiree and Silent Auction. This year's theme is Tacos and Tequila given it is on May 4.

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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 venue manager
- No genres/tunes to avoid
- 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](#)