

# NAMI Dubuque 3rd Annual Fundraiser Fundraising Event

## General Information

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

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### **Performers**

- Jake Ashey - jake@felixandfingers.com - 7034637586 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

### **IMPORTANT: Food Allergy Information**

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

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

05/04/2024 - 05:00 pm - 09:30 pm CST

### **Location**

Steeple Square  
101 E 15th St  
Dubuque, Iowa 52001-4905

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

Britni Farber  
(563) 581-2740  
president@namidubuque.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 03:30 pm

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

Maybe 175-200

### **Contacts**

#### **Venue Manager:**

Lori Bahl

(563) 235-3584  
events@steeplesquare.com  
<http://steeplesquare.com>

## **Upgrades**

- Mini-shells



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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
5-6:30	Doors open, socializing Cocktails	heavy apps (DJ Background Playlist)
6:30-7:15	Speeches, then Live auction	
7:15/7:30-9/9:30	Dueling Pianos	Feel out end timeline. Dj to tear down

### Announcements

Maybe help with seating and transition from speeches to the Dueling Pianos

### Explicit Lyrics:

Use a different word

### Songs To Avoid:

Nothing stupid. no kitschy stuff

### Must Play Songs:

Iowa Fight Song - by ()

### Tipping:

Yes, for charity  
NAMI Dubuque

### Alcohol/Bar

**Type:** Combination/Other

**Details:** Cash bar and free mocktails, tables will have wine.

**Additional Information:** My sister in-law is the photographer and I am handling the day-of coordinating and Lori from Steeple will be on-site all day.

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## Miscellaneous Information

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### People To Include In Show

I may randomly want to sing along with something.

### Wireless

**Details:**

**Please Provide The Name Of The Connection And Password**

**Wireless Name**

**Password**

i dont know

i dont know

### 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 10:30 pm**

**Additional Information:** they will use a house mic.

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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 special load-in instructions
- 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](#)