

Harbor Day School - Student Enrichment Assembly

Private Event

General Information

Performers

- David Mahokey - david.mahokey@gmail.com - 724-317-1045 (Piano)
- Katie Louise - katie@iamkatielouise.com - 518-396-6145 (Piano)

Entire Event Day Time Frame

10/30/2024 - 01:50 pm - 02:20 pm PST

Location

Harbor Day School
3443 Pacific View Dr
Corona Del Mar, California 92625

Contact Person(s)

Kristina Rattet
(415) 216-5868
kristina.rattet@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 01:00 pm

Please Note: Please arrive and check-in at the front reception. Mrs. Mullane will meet you and escort you to the theater where all equipment and AV will be set up in advance. There is parking available in the lot at the school, as well as an overfill lot directly across the street. Please be aware that carpool will begin lining up in the overfill lot at 2:00pm, so it's recommended that you use the school's lot or street park for easier exit. If you anticipate staying on site after 2:45pm, you should only street park, as the parking lot will be opened up to carpool and your exit will be blocked until approximately 3:10pm.

Expected number of guests:

350

Contacts

Venue Manager:
Melissa Mullane

(949) 640-1410
mmullane@harborday.org
<http://harborday.org>

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General Timeline

Itinerary

Time Frame	Activity	Notes
1:50-2:20pm		The students will be seated in the theater at 1:50pm and the assembly will conclude at 2:20pm, at which time, they will file out.

Explicit Lyrics:

NO explicit lyrics or harsh lyrics (like "shut up" or "stupid" or "retarded").

Songs To Avoid:

Please keep the songs oriented towards children aged 5-14 (grades K-8). Please avoid anything with explicit lyrics or that may be politically charged.

Must Play Songs:

Roar - by Katy Perry ()
Happy - by Pharrell Williams ()
Can't Stop The Feeling - by Justing Timberlake ()
Shake It Off - by Taylor Swift ()
Believer - by Imagine Dragons ()
...anything On Top Kidz Bop Playlist... - by ()

Tipping:

No

Additional Information: All equipment will be set up in advance and some additional song requests may be taken. Requested song list is a general guide/suggestion for types of songs to play.

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Miscellaneous Information

People To Include In Show

Possibly - will confirm, but we may want to engage some of the teachers on stage if time allows.

Children

Approximate Number Of Children: 350

General Age Range: 5-14

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 - 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 Private Events Guide!](#)

Departure And Load-Out

We must be packed up and out of the venue by 02:30 pm

Additional Information: You will be performing in a theater in an assembly setting to an elementary and middle school group, plus faculty and teachers. I am completing this form on behalf of our Director of Lower Schools (Mrs. Melissa Mullane), and some minor details are subject to change once she has her call with your team member. Thank you!

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Gear Check And No-List

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 announcements
- No tipping allowed
- No alcohol
- 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](#)