

# Keys to My Heart - Benefitting Friends of Alcott Fundraising Event General Information

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

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## **Performers**

- Jake Ashe - jake@felixandfingers.com - 7034637586 (Piano)
- Robert Deason - RobertDeason03@gmail.com - 18472040912 (Piano)
- Joey Zymonas - joey.zymonas@gmail.com - 8154744940 (Drummer)

## **Entire Event Day Time Frame**

02/08/2025 - 07:30 pm - 11:30 pm CST

## **Location**

Ivy Room  
12 E Ohio St  
Chicago, Illinois 60611-5064

## **Contact Person(s)**

Shannon Naumann  
(312) 450-5857  
marisaryan@live.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 05:15 pm

**Please Note:** Hello from Ivy Room!

Here are a few reminders from the team in regards to parking and load in.

LOAD IN

Please load in through our back gate entrance at 11 E. Ontario. You will see a brown recessed gate and an outdoor callbox. Please dial '101#' on the outdoor callbox and we can buzz you into the space. You will have access to an elevator which is right through that back entrance and will take you up to the ballroom space and lower level lounge.

STORAGE OF CASES

We do not have much indoor storage for your items to stay throughout the evening. You are welcome to leave them in our courtyard space where you load in or we suggest to load back into your vehicle.

PARKING

We suggest after unloading to park to avoid any tickets! Garage is at 33 W. Ontario.

## **Expected number of guests:**

225

## **Contacts**

### **Venue Manager:**

Abby Carson

(312) 645-7760

[acarson@lettuce.com](mailto:acarson@lettuce.com)

<http://ivyroomchicago.com>

### **Event Committee Chair**

Marisa Ryan

(702) 848-9350

[marisaryan@live.com](mailto:marisaryan@live.com)

## **Upgrades**

- Mini-shells
- Additional Musicians



# Keys to My Heart - Benefitting Friends of Alcott Fundraising Event General Timeline

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## Itinerary

Time Frame	Activity	Notes
630-730pm	Cocktail Reception	Held in different room than main event. Will provide own music during this portion
730-8:20pm	Buffet Dinner	Held in Main Event room, DJ background
8:20-8:40pm	Speech/Thank you/Video Montage	will need our wireless
8:40 - 9:00	Live Auction/Paddle Raise	
9:00-11:30pm	Dueling Pianos	option to DJ the last 30 minutes if that's what the crowd wants

## Dinner Seating

Buffet style dinner. Performers may eat during the buffet

## Explicit Lyrics:

Explicit is ok

## Tipping:

No

## Alcohol/Bar

Type: Open

# Keys to My Heart - Benefitting Friends of Alcott Fundraising Event Miscellaneous Information

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## **People To Include In Show**

maybe?

## **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 12:30 am

# Keys to My Heart - Benefitting Friends of Alcott Fundraising Event 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 announcements
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- 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](#)