

# Framing Our Future Fundraising Gala Fundraising Event

## General Information

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

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### **Performers**

- Andrew Dethloff - andrew@felixandfingers.com - 281-638-3979 (Piano)
- Bethany Lorentzen - voicebybethany@gmail.com - 214-929-9856 (Piano)

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

- Bethany Lorentzen has the following food allergies: Gluten

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

02/08/2025 - 05:30 pm - 10:00 pm CST

### **Location**

The Ostreum  
108 South Fwy #130  
Fort Worth, Texas 76104-1341

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

Chrystal Bissett  
(210) 279-4677  
chrystalbissett@yahoo.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 03:30 pm

**Please Note:** We are still getting clarification from the venue but I know there is a loading dock that will make this task easier for your team. We will have more details as we get closer. Can see the loading dock from the main parking lot.

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

~160

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
5:30-6:00	VIP Reception	Will include drinks and apps
6:00-7:00	Happy Hour	DJ background music - Jazzy 1920's style maybe some Post Modern Jukebox
7:00-8:00	Dinner Buffet	DJ background music (adjust the volume because people will be closer)
8:00-8:30	Program	Help emcee and announcements to keep program moving on time. Bring wireless mic.
6:00-8:30	Silent Auction	Announce silent auction is closing and remind them the wine auction and raffle is closing at 9pm
8:30-10pm	Dueling Pianos	Showtime

### Dinner Seating

Check with Chrystal. Might eat dinner before everyone or after tables have been released.

### Announcements

6pm Maybe announce silent auction if needed

7pm Announce dinner, \*might need to help release tables

8pm help emcee the program (calling up head speaker and play heads or tails game etc) \*\*Check with Chrystal for specific program timeline and script

8:30pm Announce closing of silent auction and reminder that wine auction and raffle will be closing at 9pm

9:30pm Announce Last Call for alcohol

### Explicit Lyrics:

No explicit lyrics please. Keep it classy clean.

### Tipping:

Yes, for charity

Hill School of Fort Worth

### Alcohol/Bar

Type: Open

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## Miscellaneous Information

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### People To Include In Show

TBD on a shoutout for the donors

### 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** - 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**

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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 must-play songs
- 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](#)