

# Play It Forward / Boys & Girls Club of Lancaster

## Fundraising Event

### General Information

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

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#### **Performers**

- Kathleen Butler-Duplessis - kathleen@felixandfingers.com - 6142044338 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

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

04/04/2025 - 06:00 pm - 09:00 pm EST

#### **Location**

Trust46  
46 W King St  
Lancaster, Pennsylvania 17602

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

Erin Elliott  
(717) 799-5956  
eelliott@bgclanc.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 04:00 pm

**Please Note:** I'm not sure what the process will be from 1-3 p.m. so if you need access during that time, let me know and I will get those instructions. My team will be there from 3:00 until the start of the event, so contact me, Erin Elliott for access if the door is locked. Cell is 717-799-5956

Parking spot reserved for you - building is on the corner of e king and duke, parking spots are on duke

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

200-250

#### **Contacts**

##### **Venue Manager:**

Jara Potts

(717) 392-1771  
jara@ecklinevents.com  
<https://ecklinevents.com/trust46>

**Cracked Pepper Co-Owner**

Joe Hess

(717) 682-2504

joe@crackedpepperlancaster.com

**Upgrades**

- Mini-shells



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### General Timeline

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#### **Itinerary**

Time Frame	Activity	Notes
6-7	Dinner & Drinks	DJ Michael bubble/etc
7-7:15	Welcome, Remarks - Club CEO Karen Schloer	Will need use of microphone
7:15	Begin entertainment	

#### **Dinner Seating**

We will defer to the musicians preference. They are welcome to eat at the same time as guests, as performance will be after dinner. There will be seating in the venue provided for them.

#### **Explicit Lyrics:**

While it doesn't have to be squeaky clean, excessive offensive language would not be appropriate for this crowd. No use of the N-word.

#### **Tipping:**

Yes

#### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Cash bar. Those who purchased tables will receive two bottles of wine with their purchase.

#### **VIP Branding Wrap**

Players, please find the simple instructions on how to apply the wrap here: <https://youtu.be/OYODK8s37gs>

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### Miscellaneous Information

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#### **People To Include In Show**

It's the Club CEO's Birthday!!! Karen Schloer (pronounced Sh-lair - rhymes with hair and air).  
I'd love to have the event committee recognized too.

#### **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** - 2

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.

A lot of dueling piano banter and comedy. A little 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 10:00 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 special announcements
- 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](#)