

# Orion Education Foundation Fundraising Event

## General Information

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

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### **Performers**

- Aaron Lotzow - alotzow@gmail.com - 319-850-8771 (Piano)
- Jake Ashe - jake@felixandfingers.com - 7034637586 (Piano)

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

03/14/2025 - 05:30 pm - 10:00 pm CST

### **Location**

Camden Centre  
2701 1st St E  
Milan, IL 61264, Illinois 61264

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

Jennifer Johnson  
(309) 781-5852  
VELLISON@RUSSELLCO.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:** All one level, you can enter through the front door or the rear door which is closer to the stage.

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

200-250

### **Contacts**

#### **Venue Manager:**

Jeanne Beuseling

(309) 787-8510  
jeannebeuseling@milan.il.us  
<https://www.milanil.org/camden-centre>

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

| Time Frame | Activity       | Notes   |
|------------|----------------|---|
| 5:30-6:00  | Doors Open     |   |
| 6:00-7:00  | Dinner         | Dj background music   |
| 7:00-10:00 | Dueling Pianos | Intermission at halfway point for silent auction end, fundraising game and housekeeping |

### **Dinner Seating**

Players may partake in the buffet dinner served beginning at 6pm.

### **Announcements**

Mention silent auction close approaching around 8:30

### **Explicit Lyrics:**

21+ crowd - no restrictions required

### **Tipping:**

Yes, for charity  
Orion Education Foundation

### **Alcohol/Bar**

Type: Cash

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## Miscellaneous Information

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### **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 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 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](#)