

# Dueling Keys for a Cause: Boxes of Basics Fundraising Event General Information

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

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## **Performers**

- Maddy Ludwig - madelyn.ludwig@gmail.com - 8475293696 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

## **IMPORTANT: Food Allergy Information**

- Maddy Ludwig has the following food allergies: Gluten

## **Entire Event Day Time Frame**

03/08/2025 - 05:45 pm - 11:00 pm EST

## **Location**

Heritage Hunt Golf and Country Club  
6901 Arthur Hills Dr  
Gainesville, Virginia 20155

## **Contact Person(s)**

Sarah Tyndall  
(571) 338-3369  
info@boxesofbasics.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 03:45 pm

**Please Note:** Load In from the side - check in with Sarah and Kristina

## **Expected number of guests:**

150-200

## **Contacts**

### **Venue Manager:**

Kristina Wilday

(703) 743-2005

KWilday@culinartinc.com

<https://www.heritagehunt.net/>

## Upgrades

- Mini-shells



# Dueling Keys for a Cause: Boxes of Basics Fundraising Event General Timeline

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## Itinerary

Time Frame	Activity	Notes
3:45 PM	Load In	
5:45 PM	Event Start   Cocktails & Silent Auction	DJed BGM: Mo-Town / Jazz playlist
7:00 PM	Dinner: Speaker: Board of Directors: Tony Wilson	HAVE WIRELESS READY  BGM cont.
7:20 PM	Presentations Start: F&F to Intro: President: Tara Conroy	
7:45 PM	Dueling Pianos Start	SEE SPONSOR NOTES
10:15 PM	Dueling Pianos End   Silent Auction End	DJed Late Night Dance Party to Event End
11:00 PM	Event End	

## Dinner Seating

Piano Players will be seated at a table in the ballroom with the guests. They have a choice of chicken beef or vegetarian I just need to know their selections ahead of time.

After set-up the players will have a small private room they are welcome to hang out in before dinner.

## Announcements

During Cocktails:

- Announce Silent Auction (sporadically)
- Announce GEMS / visit "Step and Repeat"

During the show:

- at ~10pm: Announce the Silent Auction will be ending soon.
- remind folks they can sign up to be a GEM using the QR code at the tables
- PLAY: "Golden Girls Theme" - modify lyrics "Thank you for being a Gem!"

## Explicit Lyrics:

PG-rated (no swears, still do the songs, light innuendo is fine)

## Songs To Avoid:

Hokey Pokey, Chicken Dance, Please no songs with foul language. We like the Irish bog song last year but it was a bit too long. If you get the request again just do a shorter version.

## **Must Play Songs:**

Sweet Caroline - *by (Live)*

Thank You For Being A GEM (Friend) (Gold Girls Theme) - *by (Live)*

Piano Man - *by (Live)*

Don't Stop Believing - *by (Live)*

New York New York - *by (Live)*

I've Had The Time Of My Life - *by Dirty Dancing (LAST SONG) (Live)*

## **Tipping:**

Yes, for charity  
Boxes of Basics!

## **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Beer and Wine Open Bar Liquor is cash

## **VIP Branding Wrap**

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

**Additional Information:** 1. We are working to get people to sign up to become GEMS for Boxes of Basics. These are people who GIVE EVERY MONTH (GEM) it is one of the main ways we raise money. I would like to have all of the GEMS called out onto the dance floor and would like theme song from the Golden Girls played. Just change Thank you for Being a Friend to Thank you for Being a GEM. We really want people to sign up to become GEMS at the event. Also please remind people to sign up to be a GEM or just donate \$ throughout the show, they all have QR codes on the coasters at their tables.

2. We are celebrating lots of birthday's including my mom, Debbie's 70th! Please invite all of the Feb and March birthday people on the dance floor so we can sing happy birthday to them.

3. We have 2 Piano Sponsors this year. Each piano is branded with a different sponsor. 1. I-66 Express 2. Wind River Chimes All of the guests will have a sponsor sign/paddle to hold up. 1/2 the room has an I-66 sign and the other 1/2 has a Wind River sign. I would love to you to do a song or two that involved each side for the room cheering for their sponsor.

4. We have many other sponsors in addition to the piano sponsors it would be awesome to play a song to thank them... I am open to ideas

Wine Sponsor - Deborah Trnka Edward Jones

First Impression Sponsor - NOVEC Helps

Spirits Sponsor - The Meredith House

Marquee Sponsor - Amazon

Impact Award Sponsor - Mike Garcia Construction

Table Sponsors - We have a few

Friend of the Cause - We have a few

# Dueling Keys for a Cause: Boxes of Basics Fundraising Event Miscellaneous Information

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## **People To Include In Show**

GEMS, Sponsors anyone this should be a fun crowd!

## **Wireless**

### **Details:**

**Please Provide The Name Of The Connection And Password**

**Wireless Name**

**Password**

Heritage Hunt Guest

No Password Needed

## **Other**

**Performer's Attire** - Formal (Women: formal gown. Men: suit with a tie.)

**Performance Expectations** - 5 - Non-stop requests with an emphasis on dancing.

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**

**Shuttle Details** - We have a shuttle for guests staying at the Hilton Garden Inn Manassas leaving after the event.

First Pickup 10:30pm (don't announce)

Last pick-up: 11:30pm (announce around 11:15pm)

**We must be packed up and out of the venue by 12:00 am**

# Dueling Keys for a Cause: Boxes of Basics 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 children
- No sound ordinances

## **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](#)