

OLG Gala for Our Lady of Grace School Scholarships

Fundraising Event

General Information

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

Performers

- Leana Courtney - layonapillow@gmail.com - 602-748-5219 (Piano)
- Steven Ramirez - hollysbuddy29@aol.com - 626-828-9050 (Piano)

IMPORTANT: Food Allergy Information

- Steven Ramirez has the following food allergies: Gluten Free Vegan

Entire Event Day Time Frame

03/29/2025 - 05:00 pm - 11:00 pm PST

Location

Warner Center Marriott Woodland Hills
21850 W Oxnard St
Woodland Hills, California 91367-3631

Contact Person(s)

Pat Baker
(818) 515-3682
pbaker@ourladyofgrace.co

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 03:00 pm

Please Note: Marissa is the POC (818) 515-3682

Pass the valet section and go to the next double doors of the ballroom. Park after load in.

A/V is Trevor (818)294-4096

Expected number of guests:

~200

Contacts

Venue Manager:
Miranda Mankarious

(818) 887-4800

Miranda.Mankarious@warnercentermarriott.com

<https://www.marriott.com/en-us/hotels/laxwc-warner-center-marriott-woodland-hills/overview/>

Files

- [Partners-In-Education-Gala-0402-Diagram-2.pdf](#)



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General Timeline

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Itinerary

Time Frame	Activity	Notes
5pm	Guests Arrive + Silent Auction	
6:45pm	Dinner and Programe	players eat in green room
~8:15pm-11pm	Dueling Pianos	Flexible start time. Be ready to start early.

Dinner Seating

Our green room will be in the Malibu Room across from the main ballroom where our volunteers and players will have food and drinks available.

Explicit Lyrics:

Keep it classy and clean.

Tipping:

Yes, for charity
Our Lady of Grace School Partners in Education

Alcohol/Bar

Type: Cash

Additional Information: Air wall of the ballroom will open around 9 (about 30 minutes after piano playing begins to intro the casino).

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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 - Other

Denim and Diamonds: Fancy Cowboy

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 12:00 am

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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](#)