

Flourishing The Future - Great River Montessori Fundraising Event

General Information

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

Performers

- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

IMPORTANT: Food Allergy Information

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

Entire Event Day Time Frame

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

Location

Stoney Creek Hotel and Conference Center
3060 S Kinney Coulee Rd
Onalaska, Wisconsin 54650-8677

Contact Person(s)

Beth Sherden
(507) 358-3975
bethsherden@gmail.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

Expected number of guests:

100

School Administrator

Sam Jenson
(608) 317-8157
admin@greatrivermontessori.com

Upgrades

- Mini-shells

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Fundraising Event

General Timeline

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Itinerary

Time Frame	Activity	Notes
5:00 - 6:00	Cocktail Hour	Would like DJed Music during. Also announce reminders on the fundraising options; Basket Raffles, Tip Boards, and 50/50 Raffle Tickets
6:00-7:00	Dinner	Will be served as a buffet. Would like DJed music during
7:00 -7:15	Speeches/Thank yous	Short Program
7:15-8:15	Dueling Pianos	
8:15-8:20	Fundraising Activity	Basket Raffle and Tip Board Winners Announced
8:20-9:20	Dueling Pianos	
9:20	Fundraising Activity	50/50 Raffle Winner Announced
9:25	Final Thank Yous	End of evening/ DJ music while tearing down.

Dinner Seating

They will be able to go thru the buffet and take a seat at an open table.
Can they leave some dinner music going while they are eating?

Announcements

During Cocktail hour would like announcements to encourage participating in on site fundraising activities: Basket Raffles, Tip Boards, and 50/50 Raffle Tickets

During Cocktail Hour and Dinner Hour would like background music

Shortly before 6 ask people to take their seats in prep for dinner

Shortly before 7 remind people that good time to participate in fundraising activities

At 7, ask for everyone to take their seat for the short program. They'll announce a matching capital campaign. Little postcards with QR codes to join the campaign

At 7:15 you will take the stage and provide any announcements needed such as the tip jar ect.

At 8:15, announce the committee so they can announce winners of basket raffles and tip boards

At 9:20 entertainment concludes and announce committee again to announce 50/50 raffle winner and conclude evening

Explicit Lyrics:

Requests weren't a issue last year in this regard. Would ask that if that happens this year, try to skip over quickly those lyrics.

Songs To Avoid:

Hokey Poke, Chicken Dance, Line Dances

Tipping:

Yes

Alcohol/Bar

Type: Combination/Other

Details: Mostly cash bar. Higher level sponsors will have limited number of free drink tickets

Additional Information: We have 3 Platinum Sponsors that will be acknowledged on signage by you.

There is a stage in the banquet room and that is where we will have you located.

All pieces of the event, cocktail hour, fundraising activities, buffet line, tables, and entertainment will be in 1 large banquet space.



Flourishing The Future - Great River Montessori Fundraising Event Miscellaneous Information

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People To Include In Show

The Gala Committee
School Staff members

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 special load-in instructions
- No venue manager
- 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](#)