

# **Court of Appeals Dinner for the Albany County Bar Association Fundraising Event**

## **General Information**

**(Do NOT ask for any tips during this fundraising event!)**

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### **Performers**

- Kathleen Butler-Duplessis - kathleen@felixandfingers.com - 6142044338 (Piano)
- Zach Goodman - zachgoodmusic@gmail.com - 516-492-6004 (Piano)

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

04/10/2025 - 06:00 pm - 10:30 pm EST

### **Location**

Albany Capital Center  
55 Eagle St  
Albany, New York 12207-1645

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

Kate Manley  
(518) 491-0638  
kate@collabkate.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 04:00 pm

**Please Note:** If you pull onto Howard Street - the side street next to the Convention Center, there is a garage door which we can load you in and elevator to go upstairs. Please call my cell 518 - 491-0638 or Maria - ACC contact 315-825-5080.

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

350-400 - around 100 will stay for after-party

### **Contacts**

#### **Photographer:**

Andrew Elder  
Best Frame Forward  
(518) 227-4484  
andrew@bestframeforward.com  
<https://www.bestframeforward.com/>

#### **Event Planner:**

Kate Manley  
Collaborkate LLC

(518) 491-0638  
kate@collabkate.com  
<http://www.collabkate.com>

**Venue Manager:**

Maria Vaughn

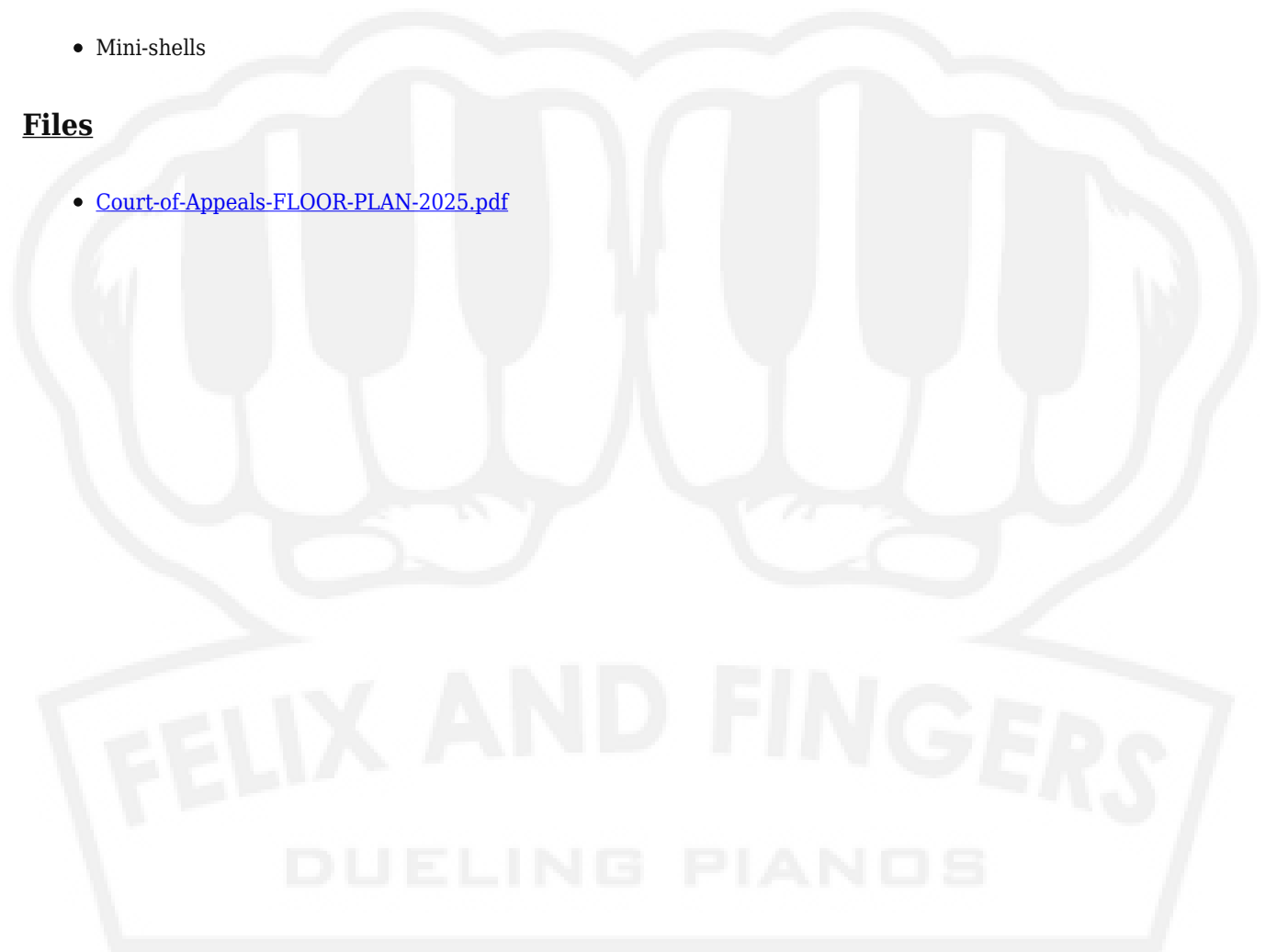
(315) 825-5080  
[maria.vaughan@albanycapitalcenter.com](mailto:maria.vaughan@albanycapitalcenter.com)  
<http://www.albanycapitalcenter.com>

**Upgrades**

- Mini-shells

**Files**

- [Court-of-Appeals-FLOOR-PLAN-2025.pdf](#)



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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
6-7:30 PM	Networking	DJ Michael Buble-style playlist
7:30 - 8:30 PM	Dinner and Awards	AV system at the venue - they won't need our system
8:30 - 10:30 PM	After-Party - Dueling Pianos	
9:30/10 pm	Requests	

### Dinner Seating

Yes, during the dinner time at 7:35 :-)

### Announcements

Can you help us by playing something transition the guests from networking to sit down at their tables? Our A/V guys will do the "Voice of God" but it would be helpful!

### Explicit Lyrics:

No explicit lyrics...clean songs!

### Songs To Avoid:

Anything offensive or questionable

Everyone is over 21 years of age but it's a corporate event of judges and attorneys, law students so please keep clean and PC because we will be liable.

### Tipping:

No

### Alcohol/Bar

**Type:** Combination/Other

**Details:** Open bar during networking and then switches to cash bar

**Additional Information:** Court of Appeals Dinner is being hosted by the local bar association. It hosts the highest court of NYS along with a crowd of mostly attorneys, and judges.

There is security in street clothes for certain judges.

Fun clean songs that many generations, cultures and backgrounds will enjoy.

Attendees range from law students to retirees (24 through 80+)

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## **Miscellaneous Information**

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

Barrett Mack - performed with your group last time - sponsors the after party

### **Wireless**

**Details:** There is no name/password. You may have to create a hotspot.

### **Other**

**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

#### **Performance Expectations - 4**

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.

Some dueling piano banter and comedy. A stronger 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 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 must-play songs
- No tipping allowed
- No children
- No sound ordinances
- No wireless access
- 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](#)