

# Avenue Two Travel, MILUX Marriot- Luxury Travel Planners Corporate Event General Information

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## **Performers**

- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)

## **Entire Event Day Time Frame**

04/19/2023 - 06:15 pm - 09:00 pm CST

## **Location**

Ritz Carlton Chicago  
160 E Pearson St  
Chicago, Illinois 60611

## **Contact Person(s)**

Sarah Morris  
(303) 416-0848  
Sarah.Morris@Ritzcarlton.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:** Loading Dock Directions:

Our loading dock is located at 842 Mies Van der Rohe Way. To access our dock, you will take a left from Pearson onto Mies Van der Rohe Way, immediately after you pass the hotel main entrance. The entrance is located on the left side of street (please note there is a height restriction of 12'3").

Upon arriving to the dock, you will be required to check in with Security and provide your driver license and vehicle insurance cards. If there is a line, you may park on the street and walk up to the window. Please have your license plate number, as well as, make and model of your vehicle. After doing so, please follow signs to the Ritz-Carlton Loading dock. Our dock is shared with the Water Tower Place Shopping Center so please allow yourself ample time.

Once you arrive to our dock, you may unload your items. There is a 46" lift from the ground (where you are parked) up to the dock. You will need to supply your own lift to ease the unloading process. There is also a ramp a couple yards away and usually it is not blocked, so you are welcome to use that, as well. Please supply your own dollies, as we will not have any extra to lend.

Please check in with our hotel staff at the loading dock and they will direct you to the Hotel's Security to receive a visitor pass. You may then proceed to the employee elevators. There are two elevators to access the 12th floor. The actual dimensions of the elevator cabs are 66" x 65" x 96". Please make sure your items will fit in this elevator.

Once you arrive to the 12th floor, go down the long corridor through the kitchen and check-in with banquets. They will help assist you and lead you to the function room.

Vehicles must be removed from the loading dock immediately following the delivery or pick up otherwise your vehicle may be towed.

**Expected number of guests:**

130

**Contacts**

**Venue Manager:**

Sarah Morris

(303) 416-0848

sarah.morris@ritzcalrton.com

**Upgrades**

- Mini-shells



# Avenue Two Travel, MILUX Marriot- Luxury Travel Planners Corporate Event General Timeline

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## **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6:15 - 6:45	DJ Background music as guests arrive	
6:45 - 9:00	Dueling Pianos (keep things more background oriented to start)	

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## **Announcements**

Brief welcome at 7:15 then just networking

## **Explicit Lyrics:**

NO Explicit Lyrics allowed

## **Songs To Avoid:**

No cheesy songs- more jazz, classic or requests made by clients

## **Tipping:**

No

## **Alcohol/Bar**

**Type:** Open

**Additional Information:** Event is very VIP mainly background music unless the crowd wants to engage.

No jokes or comedy banter

# Avenue Two Travel, MILUX Marriot- Luxury Travel Planners Corporate Event Miscellaneous Information

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## **People To Include In Show**

NO

## **Children**

**Approximate Number Of Children:** They may in the hotel but not at the party  
**General Age Range:** Not sure

## **Wireless**

### **Details:**

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

	<b>Wireless Name</b>		<b>Password</b>
Lobby		not needed	

## **Other**

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

**Performance Expectations** - 3

## **Departure And Load-Out**

**Shuttle Details** - one bus to Four Seasons Hotel, Most will walk  
**We must be packed up and out of the venue by 11:00 pm**

# Avenue Two Travel, MILUX Marriot- Luxury Travel Planners Corporate 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 must-play songs
- No tipping allowed
- 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](#)