# White opening party Private Event General Information

#### **Performers**

- Casey Cotton casey.cotton1@me.com 910-670-2866 (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**

05/20/2023 - 06:00 pm - 10:00 pm CST

#### **Location**

Birchwood Club 1174 Park Ave W Highland Park, Illinois 60035-2203

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

Ema Cipak (224) 628-3515 ema@birchwooclub.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 10:00 am **Please Note:** Maintenance is very small

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

100

# White opening party Private Event General Timeline

# **Itinerary**

Time Frame	Activity	Notes
6 - 7	Cocktails	DJ background music
7-10	Dueling Pianos	Short break

# **Explicit Lyrics:**

All adults - use your judgement but should be fine!

# Tipping:

Yes

## Alcohol/Bar

Type: Open

# White opening party Private Event Miscellaneous Information

#### **Wireless**

**Details:** 

Please Provide The Name Of The Connection And Password Wireless Name

**Password** 

Birchwood Members

Get day-of

#### Other

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

**Performance Expectations - 3** 

#### **Departure And Load-Out**

We must be packed up and out of the venue by 11:00 pm Additional Information: Keep it interactive! Bring people up! SIngalongs!

This is a "white party" so the performers should wear white, if possible!

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## **Gear Check And No-List**

#### **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 venue manager
- 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