

# 2023 Wisconsin Chapter NECA Summer Meeting

## Corporate Event

### General Information

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#### **Performers**

- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)
- Jim Gritschke - jim@felixandfingers.com - 8474319899 (Piano)

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

07/22/2023 - 06:00 pm - 10:00 pm CST

#### **Location**

The Hotel Retlaw  
One N Main Street  
Fond du Lac, Wisconsin 54935

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

Peggy Loebig  
(608) 774-2412  
peggy@wisneca.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 04:30 pm

**Please Note:** There is a parking garage for the hotel. Please go to the 2nd floor of the parking garage. There will be loading doors that go directly into the Crystal Ballroom where the event is taking place.

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

50

#### **Contacts**

##### **Venue Manager:**

Emilee Carpenter

(920) 204-0400

ecarpenter@thehotelretlaw.com

<https://www.thehotelretlaw.com/>

#### **Upgrades**

- Mini-shells

# 2023 Wisconsin Chapter NECA Summer Meeting Corporate Event General Timeline

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## **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6:00 - 6:45pm	Cocktails/Hors Doeuvres	Buble Playlist
6:45 - 8:00pm	Dinner/Thank Yous	"Summer Cocktails" Playlist
8:00 - 10:00pm	Dueling Pianos	
10:00 - 10:30pm	Raffle Drawing/Winners	

## **Explicit Lyrics:**

Keep it PG-13, but have fun.

## **Tipping:**

Yes

## **Alcohol/Bar**

**Type:** Open

**Additional Information:** Alternate Contact: Tara Ripp - 608-438-7747

FELIX AND FINGERS  
DUELING PIANOS

# 2023 Wisconsin Chapter NECA Summer Meeting Corporate Event Miscellaneous Information

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## **People To Include In Show**

a couple of songs to get the kids engaged. Ages preteen - seventeen.

## **Children**

**Approximate Number Of Children:** 3

**General Age Range:** 10-17

## **Wireless**

**Details:**

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

	<b>Wireless Name</b>	<b>Password</b>
HotelRetlaw Network		none

## **Other**

**Performer's Attire** - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit pants or designer denims with a button-up or collared shirt; no ties.)

**Performance Expectations** - 3

## **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 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](#)