# **Company Christmas Party Corporate Event** General Information

### **Performers**

- Kevin Coon kevinwcoon@gmail.com 913-593-6707 (Piano)
- Nick Slater (Carswell) nickcarswellmusic@gmail.com 785-424-5236 (Piano)

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

12/08/2023 - 05:00 pm - 10:00 pm CST

### **Location**

St. Joseph Country Club 50 Ridgeland Rd Country Club, Missouri 64505-1069

### Contact Person(s)

Jim Miller (816) 261-6830 jmiller@clipperdist.net

### 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

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

100

### **Contacts**

Venue Manager: Ashley Vidal

(816) 244-5886 avidal@stjoegolfclub.com http://stjosephcountryclub.com

# **Company Christmas Party Corporate Event** General Timeline

### **Itinerary**

Time Frame	Activity	Notes
5:00	Coctail Hour	Venue will provide background music
6:00	Dinner	Venue will provide background music
7:00-10:00	Dueling Pianos	Feel free to take a couple of breaks

### **Explicit Lyrics:**

PG-13. No F bombs. Read the room.

### **Tipping:**

Yes

### <u>Alcohol/Bar</u>

Type: Combination/Other

 $\ensuremath{\textbf{Details:}}$  Guests get two drink tickets then it's cash bar

Additional Information: Absolutely no Karaoke. Don't want anyone taking over the mic.

Will announce prizes throughout the night



# **Company Christmas Party Corporate Event** Miscellaneous Information

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

NO.

### <u>Wireless</u>

Details:		
Please Provide The Name Of The Connection And Password		
Wireless Name		Password
tbd	tbd	
Other		
<b>Performer's Attire</b> - Festive (In accordance with a particular holiday)		
Performance Expectations - 3		
<u>Please be sure to review the Corporate Events Guide</u>		

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

#### We must be packed up and out of the venue by 11:00 pm Additional Information: Load in the first floor. Ask the venue manager what door to load in. You will set up on the small raised stage.



# Company Christmas Party Corporate Event Gear Check And No-List

### **<u>Reminders:</u>**

- 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

### <u>Scribd</u>

### The "No" List

- No special load-in instructions
- 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 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