

# Emergency Response Team Appreciation Corporate Event

## General Information

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### **Performers**

- Amanda Chapa - amandanchapa@yahoo.com - 214-783-2564 (Piano)
- Eddie Thompson - edwardthompson@mac.com - 346 332 3456 (Piano)

### **IMPORTANT: Food Allergy Information**

- Amanda Chapa has the following food allergies: White vinegar and corn syrup

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

12/08/2023 - 06:00 pm - 09:30 pm CST

### **Location**

Marland Mansion  
901 Monument Rd  
Ponca City, Oklahoma 74604

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

Amy Geurin  
(580) 767-6011  
amy.geurin@p66.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

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

100-125

### **Contacts**

#### **Venue Manager:**

Kim Roper

(580) 767-0425  
roperkg@poncacityok.gov  
<http://www.marlandmansion.com>

## Upgrades

- Mini-shells



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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6:00-7:30	Cocktail Hour	DJ Background Music
7:30-8:00	Dueling Pianos	
8:00	Announce first 5 prize winners	
8:00-8:30	Dueling Pianos	
8:30	Announce next 5 prize winners	
8:30-9:00	Dueling Pianos	
9:00	Announce last 5 prize winners	
9:00-9:20	Dueling Pianos	

### **Announcements**

We will be giving away door prizes throughout the night. 15 prizes. There will be prizes on stage. Simply call out the name and then the person can come up and claim their prize! There are fifteen total. Do 5 every half hour. Amy will there to assist in giving away the prizes! Let people know early that you will be calling prizes all night. It'll incentivize them to stay!

### **Explicit Lyrics:**

PG-13, don't do anything offensive - keep it on the clean side

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Drink tickets + cash bar

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## Miscellaneous Information

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

Feel free to read the room and call up whomever you wish.

### **Wireless**

**Details:**

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

	<b>Wireless Name</b>		<b>Password</b>
TBD		TBD	

### **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 10:30 pm**



FELIX AND FINGERS  
DUELING PIANOS

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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 load-in instructions
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- 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](#)