

# Gislason & Hunter Corporate Event

## General Information

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### **Performers**

- Eben Seaman - achicachic52@yahoo.com - 3195941478 (Piano)
- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)

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

12/08/2023 - 05:00 pm - 10:30 pm CST

### **Location**

Turner Hall  
102 S State St  
New Ulm, Minnesota 56073-3156

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

Candace Norton  
(507) 385-6156  
cnorton@gislason.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 03:00 pm

**Please Note:** Please contact Andrea Boettger for specific load in instructions. 507-354-2022 or [director@newulmturnerhall.com](mailto:director@newulmturnerhall.com). Should be easy load in.

No floor plan, but there is a stage for the performers on one side of the event space and all round tables for dinner service will have a clear view of the stage. Likely everyone will stay at their seat for the dueling piano show following dinner as well.

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

73

### **Contacts**

#### **Venue Manager:**

Andrea Boettger

(507) 354-2022  
[director@newulmturnerhall.com](mailto:director@newulmturnerhall.com)  
<http://www.newulmturnerhall.org/>

## Upgrades

- Mini-shells



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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
5:00-6:15 (most will arrive at 5:30pm)	Cocktail hour & Appetizers	Have Background music playing for guests
6:15-6:30	Salad service	Dinner music
6:30-7:00	Dinner	Dinner music
7:00 or 7:15	Announcements, awards & gifts	We'll need access to a microphone, music not needed
7:15/7:30 - 9:45/10:00	Dueling Piano show starts	I'm not sure how long this part lasts

### Announcements

Depending on how things go with getting everyone gathered from the bar/cocktail room into the main event space for dinner, I may request that you ask everyone to take their seat for dinner if they aren't moving into that room in a timely manner. I'll touch base with the performers if this is needed.

One announcement can be made after dinner/awards/gifts are done as they are starting their performance.

We are having a Bourbon Tasting Room on the 2nd floor of the event space. It will be open during Cocktail hour, but closed during dinner service. You can announce that the Bourbon Tasting Room is back open and people are welcome to go upstairs and enjoy that during the performance.

### Explicit Lyrics:

We are a group of attorneys, staff and their significant others. Everyone will be over 21 years old and knowing language that is said in the office, pretty much anything is on the table. Explicit lyrics are fine if they are in the song that is requested. I don't see any reason to censor.

### Tipping:

Yes

### Alcohol/Bar

**Type:** Open

**Additional Information:** We are a group that likes to joke around and give each other a hard time. I've been in dueling piano crowds before where the performers gently poke fun at attendees. I think this would be completely appropriate for our crowd. Obviously read the room if a joke doesn't land not to push it, but light joking is welcomed.

12/8 (the day of the holiday party) is one of our attorney's birthdays...Trey Perez. I do not have RSVPs back from everyone yet, but if he is in attendance, we should DEFINITELY sing Happy Birthday to him!

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## Miscellaneous Information

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

I am not sure of anyone particularly, but you are welcome to ask for volunteers.

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

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** - 1

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

**Shuttle Details** - We have two groups of attendees - staff and attorneys from the local New Ulm office and staff and attorneys from the Mankato office. Most attendees from the Mankato office will be driving over and back on a bus. There is not currently a specific time that the bus is picking everyone up...it's really more of a "feel the vibe and pick up when it feels appropriate" sort of thing. Typically we leave the main venue and do a little "bar hopping" on the way back to Mankato. So it's hard to give a time frame as to when that group will leave.

I will be sure to keep the performers in the loop if any announcements on this will need to be made.

**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 genres/tunes to avoid
- No must-play songs
- No children
- 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](#)