

# 2023 Porte Brown Holiday Party Corporate Event

## General Information

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### **Performers**

- Robert Deason - RobertDeason03@gmail.com - 18472040912 (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**

12/15/2023 - 11:30 am - 04:30 pm CST

### **Location**

Bobak's Signature Events  
6440 Double Eagle Dr  
Woodridge, Illinois 60517-1427

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

Jodie Kennedy  
(847) 956-1040  
jkennedy@portebrown.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

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

136

### **Contacts**

#### **Venue Manager:**

Karen Boedeker

(630) 829-1202  
kb@signatureevent.com  
<http://www.signatureevent.com>

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
11:30-12:30	Cocktail hour	Mostly holiday music.
12:30-3	Music on and off /light lunch maybe/ DJ when eating.	Karaoke, some other games
3	Awards ceremony	We are not providing mic.
3ish after awards-4	Dueling pianos	Finished eating mingling.

### Announcements

Get people to sit for lunch etc. Housekeeping

### Explicit Lyrics:

Pg13

### Must Play Songs:

Any/all Christmas Songs! - by ()

### Tipping:

No

### Alcohol/Bar

**Type:** Open

**Additional Information:** - We have 3 groups that will go up to the stage area to sing 'karaoke'. Each group will sing a different song: Jingle Bells, Frosty the Snowman, & Rudolph the Red Nosed Reindeer.

- We are playing 2 rounds of a game called 'Scavenger Hunt Musical Chairs'. We will need pianos playing during the songs, but like musical chairs, abruptly stop playing every 30 seconds. (I will provide more information closer the the event)

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## Miscellaneous Information

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### **Wireless**

**Details:** There is no name/password. You may have to create a hotspot.

### **Other**

**Performer's Attire** - Festive (In accordance with a particular holiday)

**Performance Expectations** - 3

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

**We must be packed up and out of the venue by 04:30 pm**

**Additional Information:** Will send out more updated timeline in the next days.



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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 tipping allowed
- No children
- No sound ordinances
- No wireless access
- 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](#)