

# **Pritchard Companies Holiday Celebration/Pritchard Employees Corporate Event General Information**

---

## **Performers**

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Whitney Maxwell - whitneymaxwell5@gmail.com - 5153603542 (Piano)

## **Entire Event Day Time Frame**

12/14/2023 - 05:30 pm - 08:00 pm CST

## **Location**

Surf Ballroom  
460 N Shore Dr  
Clear Lake, Iowa 50428-1373

## **Contact Person(s)**

Julie Brevig  
(763) 447-0212  
julie.brevig@pritchards.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 03:30 pm

## **Expected number of guests:**

300 to 400

## **Contacts**

### **Venue Manager:**

Molly Kern

(641) 357-6151  
events@surfballroom.com  
<https://www.surfballroom.com/contact.html>

# Pritchard Companies Holiday Celebration/Pritchard Employees Corporate Event General Timeline

---

## **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
5:30 - 7:00	Dueling Pianos (start a little more mellow, then up the energy as guests make requests)	
7:00 - 7:30	Video Presentation	Players can grab food at this time
7:30 - 8:00	Dueling Pianos Hit list for 15 - 20 minutes, then DJ music as guests leave	

---

## **Announcements**

Announce how prize drawing will work, etc. Client will be emailing a list of announcements!

## **Explicit Lyrics:**

Read the room - nothing super profane

## **Must Play Songs:**

Mix Of Holiday And Non - *by ()*

## **Tipping:**

No

## **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Two drink tickets per guest and then a cash bar. Soda/water will be complimentary for the evening.

# **Pritchard Companies Holiday Celebration/Pritchard Employees Corporate Event Miscellaneous Information**

---

## **Wireless**

**Details:**

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

**Wireless Name**

**Password**

tbd

tbd

## **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 09:30 pm**



**FELIX AND FINGERS**  
DUELING PIANOS

# Pritchard Companies Holiday Celebration/Pritchard Employees Corporate Event

## Gear Check And No-List

---

### **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 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](#)