

Sterling Annual Holiday Party Corporate Event

General Information

Performers

- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (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

12/13/2023 - 04:30 pm - 10:30 pm CST

Location

The Morton Arboretum
4100 Illinois Route 53
Lisle, Illinois 60532

Contact Person(s)

Pam O'Donnell
(630) 204-0813
podonnell@sterling-engineering.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 02:30 pm

Expected number of guests:

80

Contacts

Venue Manager:

Denise Martinez

(630) 725-2045
dmartinez@mortonarb.org
<https://mortonarb.org/>

Catering

Elana Johannes
(630) 725-2192
ejohannes@mortonarb.org



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General Timeline

Itinerary

Time Frame	Activity	Notes
4:30-5:30	Cocktail Hour	Recorded Background music. Library
5:30-6:30	Dinner	Recorded Dinner music. Main Ballroom
6:30 - 7:00	Saran Wrap Gift Ball Game	"musical chairs" type game. Main Ballroom. F&F assist with recorded music and explanation of games
7:00-7:30	Holiday Dance Off (by table)	Holiday music. Main ballroom
7:30-8:00	Name that Tune (by table)	Main Ballroom. Live name that tune- popular songs.
8:00-10:15/10:30	Dueling Pianos	Main Ballroom

Announcements

Logistics of moving to the main ballroom after cocktail hour.
 Explanation of the games (Sterling employee can assist). There will be awards for some of the games.
 The president may want to have a brief speech between dinners and the start of games.
 Starting 7:30, there will be raffle drawings.

Explicit Lyrics:

Please keep it as clean as possible. Avoid the F-bomb.

Songs To Avoid:

Hokey Pokey, Chicken Dance, Line Dances

Must Play Songs:

Don't Stop Believin' - by Journey (Live)

Tipping:

No

Alcohol/Bar

Type: Open

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Miscellaneous Information

Wireless

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

Other

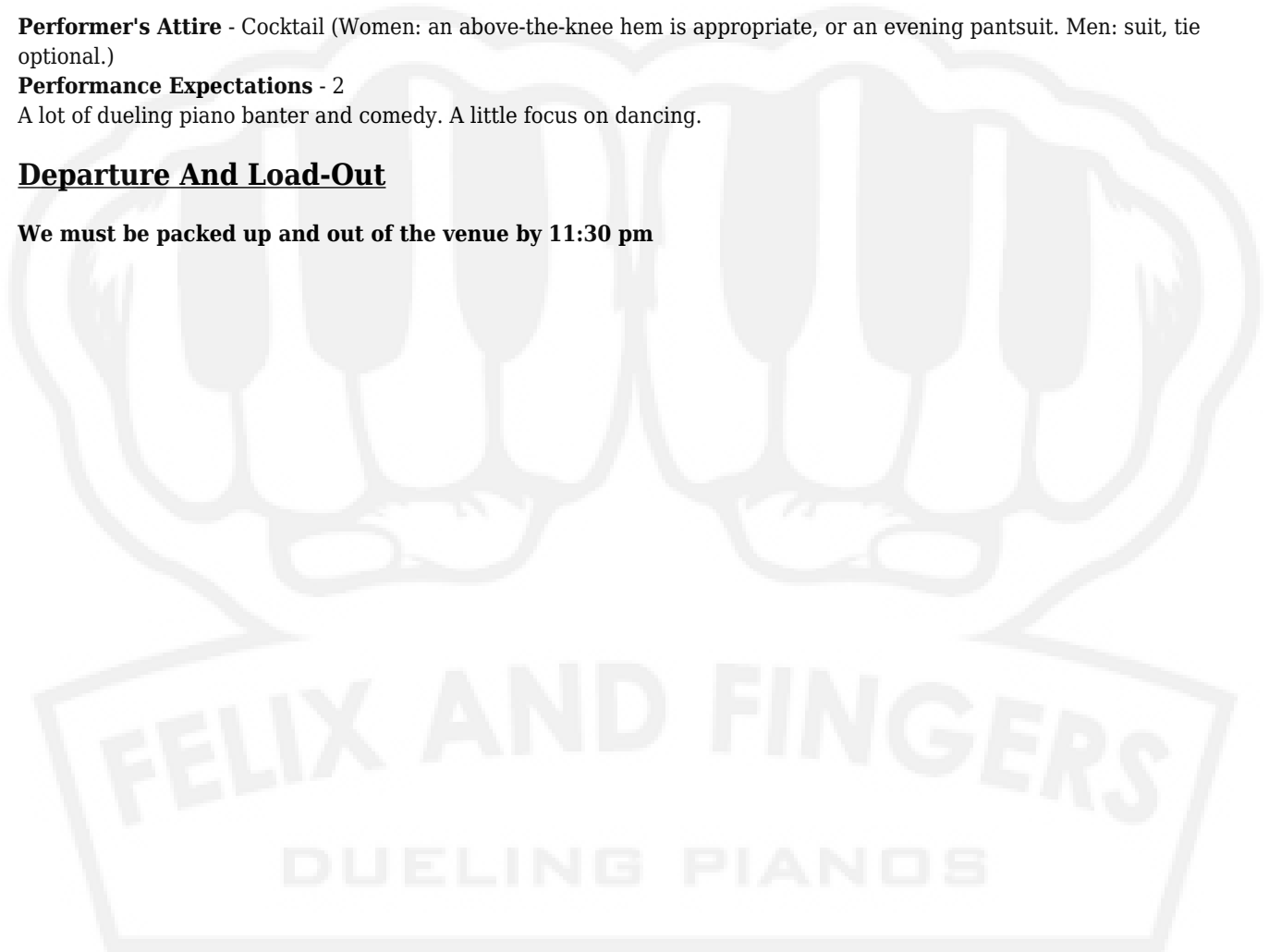
Performer's Attire - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

Performance Expectations - 2

A lot of dueling piano banter and comedy. A little focus on dancing.

Departure And Load-Out

We must be packed up and out of the venue by 11:30 pm



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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 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](#)