

# VMG Health - Holiday Party 2023 Corporate Event

## General Information

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### **Performers**

- Brian Boyce - bdboyce9@gmail.com - (816)678-6247 (Piano)
- Ryan Forbes - ryanforbesmusic@gmail.com - 972 765 4257 (Piano)

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

12/08/2023 - 07:00 pm - 11:00 pm CST

### **Location**

DEC on Dragon  
1414 Dragon St  
Dallas, Texas 75207-3907

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

Brett Nelson  
(214) 356-2878  
brett.nelson@vmghealth.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 05:00 pm

**Please Note:** Check in with Kalli about the sound. You'll need to run some sound through their system. They have control for both 1st and Rooftop Floors separates and they connect via an AUX cable. Note: you might need to move the entire wireless from the Rooftop for Speeches to the 1st Floor for Awards/Raffle but there will be time. Unsure if signal from will reach the receiver from 1st floor to rooftop.

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

140

### **Contacts**

#### **Venue Manager:**

Kalli Brooks

(214) 797-7188

kalli@bluefirecatering.com

<https://www.decondragon.com/>

### **Upgrades**

- Mini-shells

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
7:00-8:00pm	Cocktail Hour - Hors D'oeuvres	1st Floor: DJ background music in cocktail. Playlist TBD
8:00-9:00pm	Dinner - Buffet - Welcome Speech	2nd Floor - Continue background DJ music piped into 2nd floor event sound system. Bring wireless, should be able to connect upstairs via AUX cable.
9:00-10:30pm	Dueling Piano Entertainment	1st Floor (show) and 2nd Floor (cocktails) - pipe the music in upstairs at a quieter level
10:30pm-11:00pm	Raffle Winners Announced	1st Floor - Announce Winners of 6-7 Items. Bring Wireless downstairs

### Announcements

We would request some assistance with guiding guests upstairs to dinner at 8pm, downstairs for dessert and entertainment at 9pm (or when dinner concludes), reminder for them to participate in the raffle, and assist with raffle winner announcements at 10:30pm.

Last Call Announce at 10:30

### Explicit Lyrics:

Radio Edit. Keep it classy.

### Songs To Avoid:

This is a corporate holiday party so please refrain from overtly suggestive lyrics, and stuff that is too cheesy (hokey pokey, chicken dance, line dancing). We are a firm comprised of many young professionals right out of college as well as those with more tenure. I suspect our median age is 30.

### Must Play Songs:

Any - by Bruno Mars (live)

Any - by Beyonce (live)

Any - by Taylor Swift (live)

### Tipping:

No

### Alcohol/Bar

Type: Open

Additional Information: At prior events, we had a 5-7 member band. Although the guests were appreciative of the

entertainment, we don't want the sound to be so overbearing that people can't talk in the first floor space. We wouldn't want people to retreat upstairs for some peace and quiet.



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## Miscellaneous Information

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### **Wireless**

**Details:**

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

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

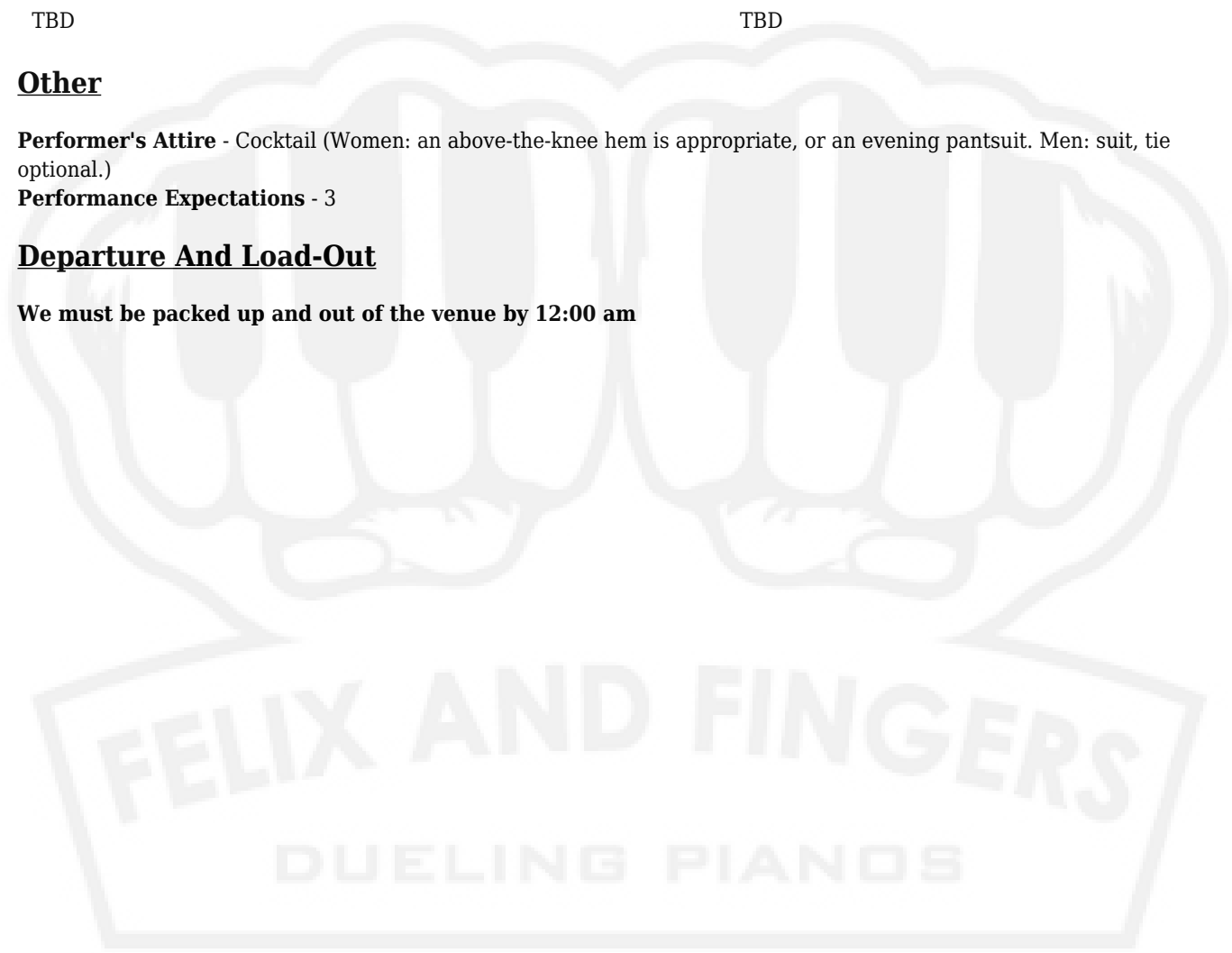
### **Other**

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

**Performance Expectations** - 3

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

**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 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](#)