

# Groves Electrical Services Company Christmas Party

## Corporate Event

### General Information

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#### **Performers**

- Caleb Thomas - calebthomasmusic@gmail.com - 215 237 4274 (Piano)
- Geoff Smith - geoff@thegeoffsmith.com - 615-319-4035 (Piano)

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

12/08/2023 - 05:30 pm - 11:00 pm CST

#### **Location**

Owensboro Convention Center  
501 W 2nd St  
Owensboro, Kentucky 42301-0738

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

Jamie Knight  
(270) 836-6436  
jknight@wegroves.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

**Please Note:** Shelby Christensen is the point of contact at the Owensboro Convention Center. There is a loading dock and seems that would be the best way to get your equipment up to our location. Set up will be in the West Ballroom.

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

500

#### **Contacts**

**Venue Manager:**  
Shelby Christensen

(270) 302-4791  
shelby.christensen@oakviewgroup.com  
<https://owensborocenter.com/>

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### General Timeline

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#### **Itinerary**

Time Frame	Activity	Notes
5:30-6:00	Guests Arrival	
6:00-6:13	Welcome/housekeeping/safety	Jamie & Andy Bachman (president)
6:13-6:15	Blessing	Heath Mackey
6:15	Meal-Buffer Style	
7:00-7:30	Intro/Awards/Safety Award Introduction	Andy Bachman
7:30-10:00	Introduction of Felix & Fingers, Dueling Pianos	Jamie
10:00-11:00	DJ Background music	continue taking requests

#### **Announcements**

We have a photo booth  
Prizes will be posted on the projector screens throughout the evening  
Last call

#### **Explicit Lyrics:**

We have a very diverse crowd. As most won't get offended, I want to respect anyone who may. Everyone at the party will be 18+ so it doesn't have to be G rated.

#### **Tipping:**

No

#### **Alcohol/Bar**

Type: Cash

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### Miscellaneous Information

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

Im not sure!

#### **Wireless**

##### **Details:**

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

**Wireless Name**

**Password**

Will get from Shelby

Will get from Shelby

#### **Other**

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

**Performance Expectations** - 3

**[Please be sure to review the Corporate Events Guide!](#)**

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