

Delivery Dept Holiday Party Corporate Event

General Information

Performers

- Leana Courtney - layonapillow@gmail.com - 602-748-5219 (Piano)
- Mike Clement - mikeycmusic@gmail.com - 480-251-1925 (Piano)

Entire Event Day Time Frame

12/16/2023 - 04:00 pm - 07:30 pm PST

Location

Gate City Beverage
2505 N Steele Rd
San Bernardino, California 92408-3913

Contact Person(s)

jessica mickschl
(909) 721-4707
jmickschl@reyesholdings.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 02:00 pm

Expected number of guests:

~80

Contacts

Venue Manager:

Gary Baumann

(909) 208-5626
gabaumann@reyesholdings.com

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General Timeline

Itinerary

Time Frame	Activity	Notes
4:00-4:45	Check-In/Dinner	DJ mix of classic rock and holiday music
4:45-5:00	Welcome from Leaders	bring wireless
5:00-7:00	Dueling Pianos	
7:00-7:30	Raffle/Group Pic with Pianos	Announce Raffle Winners

Announcements

Last call - Bar at 7:15

Raffle and Ugly Sweater Contest at 7:00pm

Safe Ride Home Program Available - Contact a leader if you need an Uber setup at no cost to you

Explicit Lyrics:

This is a 21+ over event, all good. Use our judgement

Songs To Avoid:

we dont have space for group movement dances such as line dancing

Must Play Songs:

Any - by Spanish (Live)

Tipping:

No

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

Aaron Good

Wireless

Details:

Please Provide The Name Of The Connection And Password

	Wireless Name	Password
	rhquest - registered email	5436

Other

Performer's Attire - Other

Ugly Sweater or Festive

Performance Expectations - 1

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

Departure And Load-Out

We must be packed up and out of the venue by 08:30 pm

Additional Information: This is the hosting leadership team.

Aaron Good
Gary Baumann
Robert Perez
Alyssa Mendoza
Miguel Salas
Greg Felix

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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 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](#)