

# **Jingle and Mingle - United Way Emerging Leaders Corporate Event General Information**

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## **Performers**

- Jim Schiffer - jschiffer92@gmail.com - 2244659826 (Piano)
- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)

## **Entire Event Day Time Frame**

12/08/2023 - 06:00 pm - 10:00 pm CST

## **Location**

Jefferson Street Inn  
201 Jefferson St  
Wausau, Wisconsin 54403

## **Contact Person(s)**

Jennifer Porath  
(715) 843-7420  
jporath@wipfli.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 04:00 pm

**Please Note:** Set up in ballroom, 2nd floor

## **Expected number of guests:**

125

## **Contacts**

### **Venue Manager:**

Heather Becker

(715) 261-4670

[hbecker@jeffersonstreetinn.com](mailto:hbecker@jeffersonstreetinn.com)

<https://www.jeffersonstreetinneventspace.com>

# Jingle and Mingle - United Way Emerging Leaders Corporate Event General Timeline

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## **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6-7	Cocktails/Hors D'Oeuvres	mix of cocktail/christmas recorded background music
7-9	dueling pianos	
9-10	dj, fundraising/raffle announcement	

## **Explicit Lyrics:**

This should be all over 21...so we should be ok

## **Tipping:**

Yes

## **Alcohol/Bar**

Type: Cash



FELIX AND FINGERS  
DUELING PIANOS

# Jingle and Mingle - United Way Emerging Leaders Corporate Event Miscellaneous Information

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## **Wireless**

### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

## **Other**

**Performer's Attire - Other**

No specific attire - it is a Holiday party, but can pick attire, holiday sweater/casual dress

**Performance Expectations - 1**

## **Departure And Load-Out**

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



FELIX AND FINGERS  
DUELING PIANOS

# Jingle and Mingle - United Way Emerging Leaders Corporate Event 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 special announcements
- No genres/tunes to avoid
- No must-play songs
- 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](#)