

# ADB Safegate Holiday Party Corporate Event

## General Information

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### **Performers**

- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)
- Janessa Cardillo - janessa.cardillo@gmail.com - 216-505-3689 (Piano)

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

12/14/2023 - 03:00 pm - 07:00 pm EST

### **Location**

ADB Safegate Corporate Offices  
700 Science Blvd  
Gahanna, Ohio 43230

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

Melissa Dickson  
(419) 778-9117  
melissadickson223@gmail.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 01:00 pm

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

175

### **Contacts**

#### **Venue Manager:**

Melissa Dickson

(419) 778-9117  
melissadickson223@gmail.com

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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
3	CEO Speech	Wireless Mic
3:05-4	Bar/Food/Mingling	DJ Xmas Music
4-6:30	Dueling Show	Live
6:30-7	DJ	

### **Announcements**

Every half hour or so, Starting at 3:30, make announcements for groups of guests to get their presents. Tokens will be handed out there and Melissa will cue you on what to call at event

### **Explicit Lyrics:**

Keep it Clean

### **Tipping:**

Yes, for charity  
Salvation Army Angel Tree Program

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Drink Tickets

**Additional Information:** If Melissa isn't available call Brandon 614-746-5111

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## Miscellaneous Information

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

Possibly

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### **Other**

**Performer's Attire** - Formal (Women: formal gown. Men: suit with a tie.)

**Performance Expectations** - 3

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

**We must be packed up and out of the venue by 08:00 pm**



FELIX AND FINGERS  
DUELING PIANOS

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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 special load-in instructions
- 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](#)