

ADB Safegate Holiday Party Corporate Event

General Information

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

Itinerary

Time Frame	Activity	Notes
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

ADB Safegate Holiday Party Corporate Event

Miscellaneous Information

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

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

Departure And Load-Out

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

ADB Safegate Holiday Party Corporate Event

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 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](#)