# Crystal Group Holiday Party Corporate Event General Information

#### **Performers**

- Christopher Heroldt chrisheroldt@gmail.com 7082034790 (Piano)
- Will Krieger wkriegermusic@gmail.com 2627202249 (Piano)

## **Entire Event Day Time Frame**

01/06/2024 - 05:00 pm - 11:00 pm CST

#### Location

The Hotel at Kirkwood Center 7725 Kirkwood Blvd SW Cedar Rapids, Iowa 52404-5231

## **Contact Person(s)**

Brian Pecinovsky (319) 200-4041 brian.pecinovsky@crystalrugged.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 03:00 pm

## **Expected number of quests:**

150-200

#### **Contacts**

#### **Photographer:**

Derek Klinkenborg Epic Events Iowa (319) 200-4041 brian.pecinovsky@crystalrugged.com

#### **Venue Manager:**

Mary VanHouten

(319) 848-8706 Mary.VanHouten@kirkwood.edu https://www.thehotelatkirkwood.com/

# Crystal Group Holiday Party Corporate Event General Timeline

## **Itinerary**

Time Frame	Activity	Notes
5-6pm	Social Hour	DJ Background Music in the ballroom
6-8pm	Welcome   Dinner   Service Awards	performers will eat at table in the ballroom, speakers will use hotel lectern & microphone
8pm-10pm	Dueling Pianos	
10pm-11pm	DJ Background Music	

## **Explicit Lyrics:**

Avoid all explicit lyrics

## **Tipping:**

Yes

## Alcohol/Bar

Type: Cash

# Crystal Group Holiday Party Corporate Event Miscellaneous Information

## **People To Include In Show**

Not that I'm aware of but if you ask, I'm sure someone would be glad to be part of the show.

#### **Wireless**

**Details:** 

Please Provide The Name Of The Connection And Password

Wireless Name

**Password** 

Guest account

Open access

#### Other

**Performer's Attire** - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit paints or designer denims with a button-up or collared shirt; no ties.)

**Performance Expectations - 3** 

## **Departure And Load-Out**

We must be packed up and out of the venue by 12:00 am

## Crystal Group 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 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