

New Look Contracting Holiday Party Corporate Event

General Information

Performers

- Alyssa Jones - alyssa@felixandfingers.com - 682-225-7693 (Piano)
- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)

IMPORTANT: Food Allergy Information

- Alyssa Jones has the following food allergies: Gluten

Entire Event Day Time Frame

01/19/2024 - 05:00 pm - 11:00 pm CST

Location

Rockwoods Event Center
9100 Quaday Ave NE
Otsego, Minnesota 55330-6641

Contact Person(s)

Jon Mitchell
(612) 221-4022
jmitchell@newlookcontracting.net

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 03:30 pm

Expected number of guests:

250

Contacts

Venue Manager:
Megan

(763) 441-6375
events@rockwoodsmn.com

Upgrades

- Mini-shells

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General Timeline

Itinerary

Time Frame	Activity	Notes
5:00	Cocktails	recorded background music
6:00	Dinner	
7:30	Speeches	F&F to provide microphone
8/8:30ish-11	Dueling Pianos	

Explicit Lyrics:

Family friendly in the first half of the show.

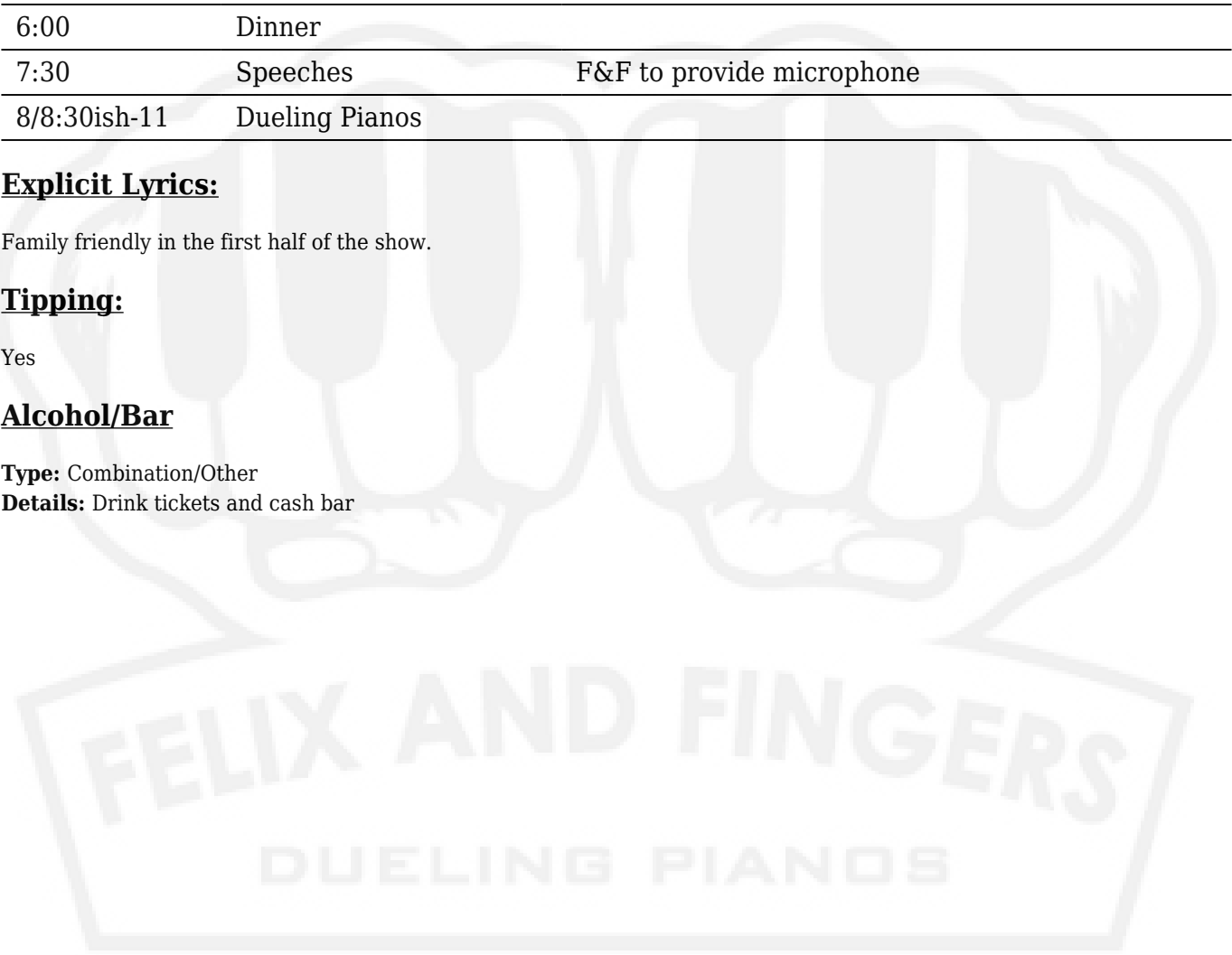
Tipping:

Yes

Alcohol/Bar

Type: Combination/Other

Details: Drink tickets and cash bar



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Miscellaneous Information

People To Include In Show

No

Children

Approximate Number Of Children: 50

General Age Range: all ages

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

tbd

tbd

Other

Performer's Attire - Casual (Blue jeans and a t-shirt would be acceptable.)

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 12:00 am

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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 special announcements
- No genres/tunes to avoid
- No must-play songs
- 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](#)