

# New Look Contracting Holiday Party Corporate Event

## General Information

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### **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

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
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

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### **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

### **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

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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 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](#)