

# Stewart Memorial Community Hospital Holiday Party Corporate Event General Information

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## **Performers**

- Eben Seaman - achicachic52@yahoo.com - 3195941478 (Piano)
- Kevin Coon - kevinwcoon@gmail.com - 913-593-6707 (Piano)

## **Entire Event Day Time Frame**

01/27/2024 - 05:30 pm - 10:30 pm CST

## **Location**

Carrollton Inn  
1730 U. S. Hwy 71 N  
Carroll, Iowa 51401

## **Contact Person(s)**

Lydia Larson  
(402) 980-2848  
lllarson@stewartmemorial.org

## **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 04:00 pm

**Please Note:** There should be a side door that brings you to the main ballroom. Or you can load in through the front

## **Expected number of guests:**

180

## **Contacts**

### **Venue Manager:**

Dawn Trotter

(712) 792-5600

dtrotter@kinseth.com

[https://www.carrolltoninn.com/?gclid=CjwKCAiA44OtBhAOEiwAj4gpOZeKVTn5sH7ahpGfII7kvhKcGn-fQ84XzSIPa-jQW-zC96IqXmZAIBoCux0QAvD\\_BwE&gclsrc=aw.ds](https://www.carrolltoninn.com/?gclid=CjwKCAiA44OtBhAOEiwAj4gpOZeKVTn5sH7ahpGfII7kvhKcGn-fQ84XzSIPa-jQW-zC96IqXmZAIBoCux0QAvD_BwE&gclsrc=aw.ds)

# Stewart Memorial Community Hospital Holiday Party Corporate Event General Timeline

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## **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
5:30 - 6:30 pm	Cocktail hour	DJ Music
6:30- 7:15 pm	Dinner	DJ Music
7:15- 8:00 pm	Recognition Program	Will need microphone
8:00 pm- 10:30 pm	Dueling Pianos	

## **Explicit Lyrics:**

I don't think anyone will request anything crazy but if there is anything could we wait until later in the night to play something that is Explicit? I will be there pretty much all day setting up so if the piano players could touch base with me before the program that would be great!

## **Songs To Avoid:**

Just try to get it somewhat clean, we want to have fun but this is also a room of professionals and board members included.

## **Tipping:**

Yes

## **Alcohol/Bar**

**Type:** Cash

**Additional Information:** Play background DJ music during dinner

# Stewart Memorial Community Hospital Holiday Party Corporate Event Miscellaneous Information

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## **People To Include In Show**

The night will tell.

## **Wireless**

### **Details:**

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

	<b>Wireless Name</b>	<b>Password</b>
Carolton Guest		no password

## **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**



FELIX AND FINGERS  
DUELING PIANOS

# Stewart Memorial Community Hospital Holiday Party Corporate Event 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 announcements
- 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](#)