

# FM Global - 2024 Kickoff Corporate Event

## General Information

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### **Performers**

- Andy Burns - apburnz@gmail.com - 8595530279 (Piano)
- Kevin Coon - kevinwcoon@gmail.com - 913-593-6707 (Piano)

### **Entire Event Day Time Frame**

01/31/2024 - 04:30 pm - 09:00 pm CST

### **Location**

The Chase Park Plaza  
212 Kingshighway Blvd  
St. Louis, Missouri 63108-1266

### **Contact Person(s)**

Ksenija Mathis  
(314) 498-6051  
ksenija.mathis@fmglobal.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 02:30 pm

**Please Note:** Go through the front of the building. Take the Elevator to the top floor. Starlight and Zodiac room.

Contact Dee (venue manager) to secure a flatbed dolly.

### **Expected number of guests:**

180

### **Contacts**

#### **Venue Manager:**

Dee Richard

(314) 633-3070

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
4:30-5:30	Evening Happy Hour	DJ Music
5:30-6:30	Dueling Pianos - Background music	
6:30-7:30	Seated Dinner - Awards show	Musicians can have dinner
7:30-9:00	Dueling Pianos Entertainment	

### **Explicit Lyrics:**

This is a dinner of co-workers. Kindly skip over any requests that include vulgar or explicit lyrics. I do not expect this to be an issue.

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Open



FELIX AND FINGERS  
DUELING PIANOS

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## Miscellaneous Information

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### **Wireless**

**Details:**

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

Wireless Name	Password
tbd	tbd

### **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 pants or designer denims with a button-up or collared shirt; no ties.)

**Performance Expectations** - 1

**[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**

**Additional Information:** Not a dance floor



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