

# Altron Automation Holiday Party Corporate Event

## General Information

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### **Performers**

- Casey Cross - caseyrcross@gmail.com - 4058856529 (Piano)
- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)

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

02/10/2024 - 06:00 pm - 12:00 am EST

### **Location**

City Flats Hotel  
83 Monroe Center St NW  
Grand Rapids, Michigan 49503-2908

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

Kaitie Charon  
(616) 915-9495  
kaitie.charon@altronautomation.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

**Please Note:** There is a loading zone in front of the hotel entrance (83 Monroe Center), as well as the Ballroom entrance (77 Monroe Center). The Ballroom entrance is best, so they can walk in and straight through the Ballroom doors.

Morgan Fisher - Hospitality Director - morgan.fisher@cityflatshotel.com  
Hannah will not actually be in during the event.

Hannah's assistant Lauren will be on site.

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

120

### **Contacts**

#### **Venue Manager:**

Hannah Schaffer

(616) 608-1727

[hannah.schaffer@cityflatshotel.com](mailto:hannah.schaffer@cityflatshotel.com)

<https://cityflatshotel.com/>

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## General Timeline

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### Itinerary

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6pm - 7pm	Cocktails / Hors D'Oeuvres	dj background music
7pm - 7:10pm	Blessing / Welcome Speech	Spike, VP
7:10pm	Serve Salads	
7:30pm	Clear Salad Plates / Serve Dinner	Bar closes at 7:30
7:45pm	Clear Dinner Plates	Dessert Station Opens
8:00pm	Ron speech & Service Awards	Ron is the Pres
8:45pm	Spike Introduces Dueling Pianos	Bar reopens at 8:45
11:15pm	Bar closes	
12:00am	Dueling Pianos End / Clean Up Starts	DJ as needed.
1:00am	Exit Venue	

### Explicit Lyrics:

No F bombs  
No Vulgar Lyrics

### Tipping:

Yes

### Alcohol/Bar

Type: Open

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## Miscellaneous Information

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### **Wireless**

**Details:**

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

	<b>Wireless Name</b>	<b>Password</b>
Cityflats	cityflats2	

### **Other**

**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

**Performance Expectations** - 3

### **Departure And Load-Out**

**We must be packed up and out of the venue by 01:00 am**



**FELIX AND FINGERS**  
DUELING PIANOS

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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 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](#)