# 2024 MedVet Leadership Summit Corporate Event General Information

### **Performers**

- Janessa Cardillo janessa.cardillo@gmail.com 216-505-3689 (Piano)
- Michael Sherman msherman@felixandfingers.com 5135181471 (Piano)

# **Entire Event Day Time Frame**

11/08/2024 - 06:00 pm - 09:30 pm EST

### Location

Hilton Columbus at Easton 3900 Chagrin Dr. Columbus, Ohio 43219

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

Eryn Kane (614) 439-1083 eryn.kane@medvet.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 04:00 pm

Please Note: Regent Ballroom. Turn left in main doors, take it down until it dead ends.

### **Expected number of quests:**

200

### **Contacts**

### **Photographer:**

Michelina Risbeck MedVet (317) 851-7292 michelina.risbeck@medvet.com

### **Venue Manager:**

Robina Thompson

(614) 416-8408

robina.thompson@hilton.com

 $https://www.hilton.com/en/hotels/cmhchhf-hilton-columbus-at-easton/?SEO\_id=BING-AMER-HH-CMHCHHF\&y\_source=1\_MTIyMDg4Ny00ODMtbG9jYXRpb24ud2Vic2l0ZQ%3D\%3D\&msockid=03f254ef34f86c94124e46ee35866d50$ 

### **Event Planner**

Eryn Kane (614) 439-1083 eryn.kane@medvet.com

# **Upgrades**

• Mini-shells

# **Files**

- Hilton-Columbus-at-Easton-Floor-Plan-Capacity-Chart20.pdf
  Adm\_2024LeadershipSummitAgenda\_Final\_08.28.pdf



# 2024 MedVet Leadership Summit Corporate Event General Timeline

# **Itinerary**

| Time Frame     | Activity       | Notes |
|----------------|----------------|-------|
| 6:00 - 7:00 pm | DJed Music     |       |
| 6:00 - 9:30 pm | Games          |       |
| 7:00 - 9:00 pm | Dueling Pianos |       |
| 9:00 - 9:30pm  | DJed Music     |       |

# **Dinner Seating**

The players are welcome to grab food from the buffets from 6:30-7pm

# **Explicit Lyrics:**

Please keep the lyrics PG-13

# **Tipping:**

No

## Alcohol/Bar

Type: Combination/Other

**Details:** 2 Drink limit with cash bar optional

# 2024 MedVet Leadership Summit Corporate Event Miscellaneous Information

# **People To Include In Show**

N/A

### **Wireless**

**Details:** 

Please Provide The Name Of The Connection And Password Wireless Name

**Password** 

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 paints or designer denims with a button-up or collared shirt; no ties.)

**Performance Expectations - 4** 

Some dueling piano banter and comedy. A stronger focus on dancing.

# **Departure And Load-Out**

We must be packed up and out of the venue by 11:00 pm

# 2024 MedVet Leadership Summit Corporate Event 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 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