Mortenson 70th Anniversary Celebration Dinner Corporate Event

General Information

Performers

- Michael Sherman msherman@felixandfingers.com 5135181471 (Piano)
- Robert Deason RobertDeason03@gmail.com 18472040912 (Piano)

Entire Event Day Time Frame

04/02/2024 - 07:45 pm - 10:00 pm CST

Location

Morton Arboretum - Gingko Room 4100 IL-53 Lisle, Illinois 60532

Contact Person(s)

Kelly Lenti (708) 220-4610 kelly.lenti@mortenson.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 06:30 pm

Please Note: We will be moving from your setup area into the separate Ginko room for dinner at 6:30. This is the time you will have to set up in the foyer until dinner concludes around 8:00pm.

Load-In & Set-up

Ginkgo Room Events

Vendors may arrive and begin load-in no earlier than 4:00pm at the designated area.

Load-in for the Ginkgo Room is located on the north end of the building. Vendors may temporarily park along the building (in the bus lot) and unload directly into the Ginkgo Room. There is a paved sidewalk that leads to the service entrance. This entrance is locked during business hours. Loading docks and entry doors will remain locked until your assigned load in time. See map below for vendor load-in location.

Expected number of guests:

175

Contacts

Photographer:

Carlos Ortiz Carlos Ortiz photography (708) 354-5250 info@carlosortiz-photo.com

Event Planner:

Katie McCarthy Get Blue Print (312) 953-9281 kmccarthy@getblueprint.com

Venue Manager:

Paula Haggerty

(630) 719-4622 phaggerty@mortonarb.org https://mortonarb.org/



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General Timeline

Itinerary

Time Frame	Activity	Notes
6:30 - 8:00	Dinner in the Ginko Room	F&F Not needed
8:00 - 10:00	Dueling Pianos	This event may end much earlier, check in as people filter out.

Announcements

We have 3 birthdays for Mike, Mark, and Julie. A fun birthday song (Beatles?) earlier in the first part of the set.

Explicit Lyrics:

no explicit lyrics

Songs To Avoid:

We want to keep it more of a sing a long rather than a dance party. No cheesy songs like the ones listed

Must Play Songs:

See Attached List - by ()

Tipping:

No

Alcohol/Bar

Type: Open

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Miscellaneous Information

Wireless

Details: There is no name/password. You may have to create a hotspot.

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 - 2

A lot of dueling piano banter and comedy. A little focus on dancing.

Departure And Load-Out

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

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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 tipping allowed
- No children
- No sound ordinances
- No wireless access
- 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