

The Cybersoft User Conference 2024 Corporate Event

General Information

Performers

- Andrew Dethloff - andrew@felixandfingers.com - 281-638-3979 (Piano)
- Eddie Thompson - edwardthompson@mac.com - 346 332 3456 (Piano)

Entire Event Day Time Frame

04/23/2024 - 06:30 pm - 09:00 pm CST

Location

Hyatt Regency Houston Galleria
2626 Sage Rd
Houston, Texas 77056

Contact Person(s)

Tesla Cadena
(956) 454-8717
tesla.cadena@cybersoft.net

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 04:30 pm

Please Note: Connect w/Lesley for load in

Expected number of guests:

~200

Contacts

Venue Manager:

Lesley Close

(832) 397-5281
lesley.close@hyatt.com

Marketing Manager

Malaika Jenkins
(281) 453-8526
malaika.jenkins@primeroedge.com

Solution Engineer

Kim Ziarko
kim.ziarko@primeroedge.com

Upgrades

- Mini-shells



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General Timeline

Itinerary

Time Frame	Activity	Notes
6:30ish	Presenting flowers to Shelly	bring wireless, Lindsey will be MCing the night. DJ background music
7pm-9pm	Dueling Pianos	celebrate Shelly Copeland (big Journey fan)

Announcements

Let them know that if they are leaving, they can have their parking validated. They can follow PrimeroEdge, SchoolCafe, and Cybersoft Technologies on LinkedIn and Facebook.
Last call around 8-8:15 for bar closing

Explicit Lyrics:

Please either skip or swap the cuss words for something non-explicit. Our audience will generally be women 35 and up, possibly up to 60.

Must Play Songs:

Any - by *Billy Joel (live)*
Any - by *Bob Segar (live)*
Sweet Caroline - by *Neil Dimond (live)*
Any - by *Prince (live)*
Don't Stop Believing - by *Journey (live)*

Tipping:

No

Alcohol/Bar

Type: Open

Additional Information: Check with Tesla about dinner after setup.

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Miscellaneous Information

People To Include In Show

Do something for Shelly who is retiring.

Will send an email with information about the organizations and what they do. They want to make everyone feel like heros and incorporate tidbits about them into the show if possible.

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

Performance Expectations - 3

[Please be sure to review the Corporate Events Guide!](#)

Departure And Load-Out

We must be packed up and out of the venue by 10:00 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 genres/tunes to avoid
- 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](#)