

# JCMG Celebration Corporate Event

## General Information

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### **Performers**

- Kevin Coon - kevinwcoon@gmail.com - 913-593-6707 (Piano)
- Nick Slater (Carswell) - nickcarswellmusic@gmail.com - 785-424-5236 (Piano)

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

02/01/2025 - 05:00 pm - 10:00 pm CST

### **Location**

Capital Bluffs Event Center  
1616 Oilwell Rd  
Jefferson City, Missouri 65101

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

Seth Freeman  
(573) 338-1725  
sfreeman@jcmg.org

### **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:** Side entrance near stage or front door

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

375

### **Contacts**

#### **Venue Manager:**

Mary Lastname

(573) 636-7833  
capitalbluffs@gmail.com  
<https://capitalbluffs.com/>

### **Upgrades**

- Mini-shells

## Files

- [Employee-Banquet-20125-layout-v2.pdf](#)



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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
5-6:00PM	Cocktail hour	DJ Music
6-7:00PM	Recognition Ceremony	JCMG President and Senior leadership will recognize employees for service milestones.
7-8:00PM	Dinner Hour	
8-10:00 PM	Dueling Pianos	

### **Dinner Seating**

Players can join the buffet line at any time. Please let me know if they need gluten free/vegetarian options.

### **Announcements**

We will need to make periodic announcements and present awards

### **Explicit Lyrics:**

Please avoid overtly sexual or graphic lyrics, but an occasional curse word is permissible

### **Tipping:**

Yes

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Employees get 2 free drink tickets for any bar beverage, cash bar after that

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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** - 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 12:00 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 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](#)