

Edward Jones Summer Regional Region 178

Corporate Event

General Information

Performers

- Alicia Heard - alicia.heard@yahoo.com - 210-608-7596 (Piano)
- Chris Zeunges - zeungeschris@gmail.com - 228-697-0936 (Piano)

Entire Event Day Time Frame

06/29/2024 - 06:00 pm - 10:00 pm CST

Location

The Woodlands Resort
2301 N Millbend Dr
The Woodlands, Texas 77380

Contact Person(s)

Lora Slack
(318) 349-7732
lora.slack@edwardjones.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

Expected number of guests:

100

Contacts

Venue Manager:

Maritz Travel Agent Specific details to follow

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General Timeline

Itinerary

Time Frame	Activity	Notes
6-6:30	Cocktails	Provide music during- Playlist in background
6:30-7:30 ish	Dinner/Dinner Course	Provide music during- background playlist
7:30-9:30 or 10	Dueling Pianos	Event ends @ 10 read the crowd if needs to end at 9:30
9:30-end	Dj Background	

Dinner Seating

We will provide the dinner for the players either during cocktail time or prior around 5:30 pm. I will get with hotel to confirm the times.

Announcements

6:30 pm Telling everyone to be seated for dinner

Also announce when the silent auction ends. That will be provided to you at venue.

9:30 pm or 10 pm Announce that childcare ends at 10:30 pm

Explicit Lyrics:

This is a corporate event. Please try to avoid songs with explicit lyrics as you normally would.

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: There will wine and beer available throughout the event. Any other liquor will be on cash basis.

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Miscellaneous Information

People To Include In Show

Most people in the audience would be willing to volunteer if you asked them so no one specific.

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

Performance Expectations - 1

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

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 special load-in instructions
- 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](#)