

# Edward Jones Summer Regional Meeting Corporate Event

## General Information

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### **Performers**

- Kathleen Butler-Duplessis - kathleen@felixandfingers.com - 6142044338 (Piano)
- Maddy Ludwig - madelyn.ludwig@gmail.com - 8475293696 (Piano)

### **IMPORTANT: Food Allergy Information**

- Maddy Ludwig has the following food allergies: Gluten

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

06/22/2024 - 07:00 pm - 10:00 pm EST

### **Location**

Stonewall Resort  
940 Resort Dr  
Roanoke, West Virginia 26447

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

Becky Burns  
(304) 203-1585  
becky.burns@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 05:00 pm

**Please Note:** Event is in the Stonewall Ballroom. When you arrive, there is a set of doors to the right of the Main Entrance leading directly into the ballroom.

(2nd Floor, Lobby Level from the attached Map.)

This should be the closest and quickest spot for you to load in! Please text Reagan before you arrive so she can make sure the doors are unlocked.

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

100

### **Contacts**

#### **Venue Manager:**

Reagan Goldberg

(703) 625-0720

rgoldberg@stonewallresort.com



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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
7:00	Welcome Speech, Cocktails, Plated Dinner Begins	DJ Light Instrumental Covers
7:30	Awards Ceremony	Resort A/V will provide Microphone.
8:00 - 10:00	Dueling Pianos	

### **Dinner Seating**

Players can eat during cocktails or anytime during our dinner/awards presentations. Dinner is a chicken/beef combo plate with veggies.

### **Explicit Lyrics:**

This is a family environment and explicit lyrics should be avoided.

### **Must Play Songs:**

Anything "Travel" Related (Margaritaville, Etc..) - *by ()*  
Country Roads - *by John Denver (Live)*

### **Tipping:**

Yes

### **Alcohol/Bar**

Type: Open

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## Miscellaneous Information

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### **People To Include In Show**

Guests can join in as they request, however, we would like to avoid any particular person dominating the performance time. Children won't be joining until after the show, but we just want to avoid any HR complaints. Will defer to your professionalism in handling these situations and will offer support as needed.

### **Children**

**Approximate Number Of Children:** 30

**General Age Range:** 1-18

### **Wireless**

**Details:**

**Please Provide The Name Of The Connection And Password**

**Wireless Name**

**Password**

TBD

TBD

### **Other**

**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

**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**

**Additional Information:** Please adapt as needed to the audience. They may be more laid back and enjoy more of the show and banter.

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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 special announcements
- No genres/tunes to avoid
- 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](#)