

# Howard Hughes Medical Institute (Inclusive Excellence 3 Community) Corporate Event

## General Information

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### **Performers**

- Kathleen Butler-Duplessis - kathleen@felixandfingers.com - 6142044338 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

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

06/23/2024 - 05:30 pm - 10:00 pm EST

### **Location**

Hyatt Regency Dallas  
2300 Dulles Corner Blvd  
Herndon, Virginia 20171-3400

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

Angela Pena  
(480) 327-7377  
penaa@hhmi.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 03:30 pm

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

250

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
Load-in by 5:30	Load in	
6-7	Cocktails in lobby	Background DJ
6-8	Dinner In Ballroom	Background DJ
7:30/8-9:30/10	Social Time	Live Show DJ
9:30	DJ Background Possibly Play it by ear	

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### Dinner Seating

Players can eat from the buffet, and will coordinate where at the venue

### Explicit Lyrics:

Keep it Clean

### Tipping:

No

### Alcohol/Bar

Type: Open

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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**

**Shuttle Details** - Possibly Make an announcement

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



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 special load-in instructions
- No venue manager
- No special announcements
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- No children
- No sound ordinances

### **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](#)