

# FCCI's Agency Partnership Retreat Corporate Event

## General Information

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### **Performers**

- Ciara DeLeon - ciaradeleon134@gmail.com - 386-237-1418 (Piano)

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

08/01/2024 - 05:00 pm - 09:00 pm EST

### **Location**

FCCI Insurance Group  
6300 University Pkwy  
Sarasota, Florida 34240-8424

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

Carol Skaling  
(941) 907-2483  
cskaling@fcci-group.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 03:00 pm

**Please Note:** Check in at front desk with Security so they can unlock the doors as they will direct you to go around to backside of building to unload

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

85

### **Contacts**

#### **Photographer:**

Monika Kobeszko  
Monika's Mirror Booth LLC  
(727) 308-9555  
monikasmirrorbooth@gmail.com  
<http://www.Monikasmirrorbooth.com>

#### **Venue Manager:**

Carol Skaling  
  
(941) 907-2483  
cskaling@fcci-group.com  
<http://www.fcci-group.com>

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## General Timeline

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### Itinerary

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
5-6pm	Cocktail Hour	DJ playlist
6-7pm	Dinner/Dessert	DJ Playlist
7-9pm	Dueling Piano Entertainment	

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### Dinner Seating

Need to know choice of meal for performers:

- 1) Herb Crusted Prime Rib with Au Ju & Horseradish Cream Sauce
- 2) Sherried Chicken & Shitake Mushroom Veloute
- 3) Pan Seared Gulf Grouper with a Key Lime Beurre Blanc and Mango Salsa

Can eat before in our cafe

### Explicit Lyrics:

please edit out

### Songs To Avoid:

No hokey pokey, chicken dance, line dance, etc. As there will be no dance floor.

### Tipping:

Yes

### Alcohol/Bar

Type: Open

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## Miscellaneous Information

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

No

### **Wireless**

#### **Details:**

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

<b>Wireless Name</b>	<b>Password</b>
FCCI-Guest	248 Years of Freedom!

### **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

### **Departure And Load-Out**

**Shuttle Details** - Pick up Times @ FCCI to Hyatt Place of Lakewood Ranch:  
9:30pm and 9:45pm

**We must be packed up and out of the venue by 10:00 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 announcements
- No must-play songs
- 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](#)