

Legacy - Client Appreciation Event Corporate Event

General Information

Performers

- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

IMPORTANT: Food Allergy Information

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

Entire Event Day Time Frame

11/14/2024 - 05:00 pm - 09:30 pm CST

Location

Peoria Riverfront Museum
222 SW Washington St,
Peoria, Illinois 61602

Contact Person(s)

Tracy Heine
(309) 925-2043
tracy@creekmurwealth.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 03:30 pm

Please Note: parking garage is free to use.

drive around back to water street, go into parking sign (below ground.)

load in through the garage, through double doors, down the hallway, elevator, Head to lobby, set up there.

Expected number of guests:

150

Contacts

Photographer:

Amber Lynn
Amber Lynn Photography
(309) 202-5935
amberlynn.photo@yahoo.com
<https://www.amberlynnphoto.com/>

Venue Manager:

Katie Mitzelfelt

(309) 863-3009

KMitzelfelt@peoriariverfrontmuseum.org

<https://www.facebook.com/riverfrontmuseum/>

Marketing Specialist

Makenzie Pampinella

(309) 840-4197

Makenzie@creekmurwealth.com

Upgrades

- Mini-shells



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General Timeline

Itinerary

Time Frame	Activity	Notes
2:00 - 3:00 pm	Set up in Lobby/Event Area	Felix and Fingers arrive @3:00 pm Creekmur Team arrives 2:00 pm
4:30 - 4:45 pm Creekmur Staff Arrival	Sound Check with Felix and Fingers	
5:00 pm - 5:30 pm	Background Music (recorded)	Guests begin to arrive - Photographer shooting couples as they arrive, We always have early arrivers - Assigned tables not assigned seats
5:15 pm - 6:05 pm	Guest view show in Planetarium and explore the Gallery	
6:05 pm	John welcomes guests from the stage and begin dismissing for Dinner buffet	(Background Music Recorded) Caterer will release tables for the buffet
7:00 pm	John takes stage and introduces Todd from First Trust	Todd will speak about 10 - 15 min
7:15 pm	John comes back up welcomes Stacy to the stage	the 2 of them will discuss John's new book and other updates and insights. This is when most of the slides are shown. Do you have an image or logo you would like us to display when you are playing?
7:45 pm	John turns over the mic and stage to YOU Felix and Fingers	We will concurrently remove the 2 stools from Stage
8:00 pm - 9:30ish pm	Felix and Fingers Entertainment	
9:30ish pm	John thanks everyone for coming	We will be handing out books as people leave to go home. (Keep a little bit of music going for like 10 min)

Dinner Seating

We plan to have you seated at a table near the buffet and you will be one of the first tables released. We are doing another walk through of the venue on Friday, Nov 8 and will look for another option as well. This event is set up in the lobby of the museum and they don't have any type of a 'green room'.

Dinner Buffet will include -
 Parm Herb Chicken and Roasted Pork Loin
 Cherry Pecan salad - a big fan favorite?

Au gratin potatoes and green beans. Of course the rolls and butter.
Chocolate Torte or Cheesecake

Announcements

We may need you to help us with our transitions. Our owner and host will do most of it but may need you to be the "voice" in a few instances.

at 6:05 we will want to encourage people to make their way to their tables so we can begin releasing tables for the dinner buffet.

John will probably want to come up at the end of the evening and thank everyone for coming, good to spend a great night together, etc.

The timeframe between 7:00 - 7:45 might flex a bit depending on how quickly guests move through the buffet for dinner and how long the speakers speak, overall we hope that our start time for you will hit the mark of 7:45 pm. We do need to conclude as close to 9:30 pm as possible. If it's a bit before 9:30 that is fine. The view technically closes at 10:00 pm and we have a grace period until 10:30 to be cleaned up and loaded out.

Explicit Lyrics:

Explicit lyrics are not an option. While this is adult only, they are our clients, and our events are clean fun, and we have ownership, staff and clients that are somewhat conservative.

No political asides.

Songs To Avoid:

We will be very tight on space, no dance floor and not a lot of room in between tables to stand at your seat and dance if we get a full turn out. I don't have a floor plan yet.

Tipping:

Yes

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

N/A

Wireless

Details: There is no name/password. You may have to create a hotspot.

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 10:30 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 must-play songs
- No children
- No sound ordinances
- No wireless access
- 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](#)