

KAH Staff Holiday Party Corporate Event

General Information

Performers

- Angela Madrid - angelamadrid2@yahoo.com - 323-381-2650 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

IMPORTANT: Food Allergy Information

- Angela Madrid has the following food allergies: Almonds and melon

Entire Event Day Time Frame

12/06/2024 - 07:00 pm - 11:00 pm EST

Location

VisArts Rockville
155 Gibbs St
Rockville, Maryland 20850-0353

Contact Person(s)

Julia Melo
(240) 688-0759
julia@kidsafterhours.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: I believe there is an elevator.

Contact Zoe when you arrive

Expected number of guests:

180

Contacts

Venue Manager:

Jarredd Fourie

(301) 315-8200
jfourie@visartscenter.org
<https://www.visartscenter.org/>

Admin

Zoe Zuppa

Upgrades

- Mini-shells

Files

- [Buchanan-Room-Floor-Plan_2024.pdf](#)



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General Timeline

Itinerary

Time Frame	Activity	Notes
7-8	Guests	Background Playlist
8	Short Thank you Speech (Wireless Mic just in case)	Bob the Owner will welcome and thank everyone for coming.
8:30-11	Dueling Pianos	

Dinner Seating

We will be providing a buffet. Performers are welcome to grab food and eat at any available table. We have open seating for all of our guests.

Explicit Lyrics:

We may have some children at the event, so please keep lyrics clean.

Tipping:

No

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

Yes! I think you will get a lot of volunteers who would love to participate.

Children

Approximate Number Of Children: 8

General Age Range: 0-16

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

Other

Performer's Attire - Festive (In accordance with a particular holiday)

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

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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 announcements
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- 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](#)