# **Big I Conference Corporate Event General Information**

## **Performers**

- Isaac Cuellar cuellarkeyboard@gmail.com 715-219-5229 (Piano)
- Quinn Krivanek quinn.krivanek@gmail.com 360-420-4533 (Piano)

## **Entire Event Day Time Frame**

09/12/2024 - 05:00 pm - 08:00 pm PST

## Location

Hyatt Regency Hotel Bellevue 900 Bellevue Way NE Bellevue, Washington 98004

## **Contact Person(s)**

Suzanne Arnett (425) 336-0461 sarnett@wainsurance.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 04:00 pm

**Please Note:** Ballroom on Lobby level. Come into through the room on the side. Guests will already have access to the room and will be finishing up a workshop at 4pm.

There will be AV guy Greg to help.

## **Expected number of quests:**

300

## **Files**

• FloorPlan-2.pdf

## **Big I Conference Corporate Event General Timeline**

## **Itinerary**

Time Frame	Activity	Notes	
4-5:30pm	Bar Opens	DJ background music	
~5:30pm	Buffet Starts	DJ background music	
~5:30-8pm	Dueling Pianos	flexible start time. Check in with Suzette	

## **Dinner Seating**

Check in with Suzanne

#### **Announcements**

**TBD** 

## **Explicit Lyrics:**

They're adults.

## **Songs To Avoid:**

No Hokey Pokey, Chicken Dance or line dances.

## **Must Play Songs:**

Washington State - by School Song (live)
University Of Washington - by School Song (live)

## **Tipping:**

Yes

## Alcohol/Bar

Type: Combination/Other

**Details:** We will have drink tickets and a cash bar.

Additional Information: There won't really be room for dancing.

## **Big I Conference Corporate Event**

## **Miscellaneous Information**

## **People To Include In Show**

TBD

#### **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 - 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 09:00 pm

## **Big I Conference Corporate Event**

## **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) Below is the order of contact to follow:
- · 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 venue manager
- No children
- No sound ordinances
- No shuttle

## **Emergency Contacts**

#### 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