Ketjen Corporate Event General Information

Performers

- Chris Roberts crshow@mail.com 850-499-4570 (Piano)
- Chris Zeunges zeungeschris@gmail.com 228-697-0936 (Piano)
- Andrew Szypula andrewszypula@gmail.com 5044500486 (Drummer)

Entire Event Day Time Frame

10/15/2024 - 08:00 pm - 11:00 pm CST

Location

Hyatt Regency New Orleans 601 Loyola Ave New Orleans, Louisiana 70113-3137

Contact Person(s)

Mary Edwards (281) 282-1718 mary.edwards@ketjen.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 06:00 pm

Please Note: The conference room is located inside of the Hyatt Regency New Orleans hotel, Doors to the hotel will be unlocked, the room is called "Bolden 1" on level 2, so there will be an elevator.

Contact Mary on arrival (832)-794-2956

Expected number of guests:

~50

Upgrades

- Mini-shells
- Additional Musicians

Files

• Hub-Meeting-Room-floor-plan-and-details2.pdf

Ketjen Corporate Event General Timeline

Itinerary

Time Frame	Activity	Notes
8:00pm - 11:00pm	Dueling Pianos!	Mingling
11-people leave	Background Playlist	

Explicit Lyrics:

Keep it Clean

Songs To Avoid:

No hokey pokey, chicken or line dance. People will mostly be networking.

Tipping:

No

Alcohol/Bar

Type: Open

Additional Information: It will be a good idea to call upon arrival to ensure we can keep a lookout for you and help with directions through the hotel if needed.

Ketjen Corporate Event Miscellaneous Information

People To Include In Show

Probably

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 paints 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

We must be packed up and out of the venue by 12:00 am

Ketjen 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) No shuttle
- · 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 Mike Potts (815) 245-3623 (text only)
- Business Cards

The "No" List

- No venue manager
- No special announcements
- No must-play songs
- No tipping allowed
- No children
- No sound ordinances
- No wireless access

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

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