

# Portillos GM Summit Corporate Event

## General Information

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### **Performers**

- Harry Rios - harrylrios@gmail.com - 321-441-5942 (Piano)
- Matt Loewenstein - mattloewy@comcast.net - 847-848-3342 (Piano)

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

09/25/2024 - 09:30 pm - 11:00 pm EST

### **Location**

JW Marriott Orlando Bonnet Creek  
14900 Chelonia Pkwy  
Orlando, Florida 32821

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

Ellen Valdez  
(816) 878-7406  
ellen@platinumxp.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 04:45 pm

**Please Note:** As discussed, load in is starting at 4:45pm. Guests will be back in around 6:45pm - leaving us two hours to prep/rehearse. From then, there as a reception + dinner from 6:45pm - 9:30pm. You all will begin performances at 9:30.

Load-in can be through the normal dock.

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

250

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
4:45pm - 6:45pm	Setup/Prep	
6:45pm - 7:30pm	Cocktail Reception	Be prepared to DJ if needed. AV team may be able to.
7:30pm - 9:30pm	Awards Dinner	
9:30pm - 11:00pm	Dueling Pianos	

### **Explicit Lyrics:**

Pg-13. Adult show, but nothing too crazy

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Open

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## Miscellaneous Information

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

Definitely if anyone seems fun feel free to bring them up, but they may give some specific names on the night of.

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

tbd

`tbd

### **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** - 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

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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 Mike Potts - (815) 245-3623 (text only)
- Business Cards

### **The "No" List**

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