

Mandan Refinery Christmas Party Corporate Event

General Information

Performers

- Alyssa Jones - alyssa@felixandfingers.com - 682-225-7693 (Piano)
- Maxwell Ward - maxwellemmettward@gmail.com - 6513284909 (Piano)

IMPORTANT: Food Allergy Information

- Alyssa Jones has the following food allergies: Gluten

Entire Event Day Time Frame

12/06/2024 - 06:00 pm - 11:00 pm CST

Location

Bismarck Hotel and Conference Center
803 South 3rd Street
Bismarck, North Dakota 58504

Contact Person(s)

Kari Leier
(701) 667-2491
kleier@marathonpetroleum.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 04:00 pm

Please Note: Pull up to conference center NOT hotel- straight through the double doors

Expected number of guests:

250-275

Contacts

Venue Manager:

Kaylin Cavanaugh

(701) 877-3187

klandeis@thebismarckhotel.com

<https://www.thebismarckhotel.com/>

Upgrades

- Mini-shells

Files

- [Rough-Layout.pdf](#)



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General Timeline

Itinerary

Time Frame	Activity	Notes
6pm	Social Hour-Cocktails/Hors D'Oeuvres	Left Side- No DJ
7pm	Dinner (Buffet Style)	Right Side- DJ background holiday music
7:45pm	Speeches/Thank Yous	Have Extra Mic
8pm	Dueling Pianos	
10pm	Show Ends- DJ Holiday Music	
10:30	Stop DJ	

Dinner Seating

Eat with everyone else! Sliced roast beef & Chicken breast (GF), salad, corn, & cheesecake

Explicit Lyrics:

The request can be honored. We feel our employees will be considerate of other guests and not go overboard with explicit lyrics.

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: Open bar during the Social Hour - 6-7pm

Once dinner starts it will be a cash bar.

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Miscellaneous Information

People To Include In Show

Kari will email Alyssa volunteers to be a part of the show

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

Other

Performer's Attire - Casual (Blue jeans and a t-shirt would be acceptable.)

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 11:30 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 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](#)