

# Calumet CV Christmas Party Corporate Event

## General Information

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### **Performers**

- Brian Boyce - bdboyce9@gmail.com - (816)678-6247 (Piano)
- Eddie Thompson - edwardthompson@mac.com - 346 332 3456 (Piano)
- Jonathan Phelps - jonphelps24@gmail.com - 469-766-7321 (Drummer)

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

12/14/2024 - 06:30 pm - 11:45 pm CST

### **Location**

Hilton Garden Inn Bossier City  
2015 Old Minden Rd  
Bossier City, Louisiana 71111-4966

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

Rachel Finklea  
(318) 272-3727  
rachel.finklea@calumet.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 04:30 pm

**Please Note:** Call me and I will let you all into the room.

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

~150

### **Contacts**

#### **Venue Manager:**

Brittany Graham

(318) 562-2408

brittany.graham@hilton.com

### **Upgrades**

- Mini-shells
- Additional Musicians

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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6:30	Guests Arrive	
7:00	Dinner	Background Music Playlist
7:20	Prize Drawings	
7:30-8:30	Dueling Pianos	
8:30-9:00	More Prize Drawings/games	
9:00-10:30	Dueling Pianos	
10:30-end of night	Background Playlist	

### **Dinner Seating**

They can eat whatever they want. We will have apps in the room and a full buffet right outside and they are welcome to it all.

We are also granting the musicians 5 drinks on us each.

### **Announcements**

Let them know when it is time for dinner. We will excuse 2 tables at a time to go to the buffet.

Also, we will be doing drawings throughout the night.

### **Explicit Lyrics:**

Just use best practice. Nothing too bad but some is ok.

### **Tipping:**

Yes

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** The guests are granted 5 drink tickets per person. After those 5 tickets are used, it goes to cash bar.

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## Miscellaneous Information

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

Yes some probably would.

### **Sound Ordinance**

Last song must end at **11:45 pm**

### **Wireless**

#### **Details:**

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

	<b>Wireless Name</b>	<b>Password</b>
TBD		

### **Other**

**Performer's Attire** - Other

Theme is Disco or Holiday Attire is fine

**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 01:00 am**

**Additional Information:** This is a disco Christmas party. So please dress in 70s era and have fun with us.

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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
- Business Cards

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

- No genres/tunes to avoid
- No must-play songs
- No children
- 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](#)