

# DCOR Holiday Party Corporate Event

## General Information

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### **Performers**

- Leana Courtney - layonapillow@gmail.com - 602-748-5219 (Piano)
- Shawn Grindle - shawn@felixandfingers.com - 412-860-0544 (Piano)

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

12/14/2024 - 05:00 pm - 11:00 pm PST

### **Location**

Crowne Plaza Hotel  
450 E Harbor Blvd  
Ventura, California 93001-2708

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

Kim Eastman  
(805) 535-2022  
keastman@dcorllc.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 03:00 pm

**Please Note:** Load in through the front doors - elevators will likely be necessary. Reach out to Jessica Mon Barren (805) 816-7816 for more detailed load in info if needed

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

250

### **Contacts**

#### **Venue Manager:**

Melody Elrod

(805) 228-2030

melrod@cpventura.com

### **Upgrades**

- Mini-shells

## **Files**

- [Table-layout-28-tables.pdf](#)



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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
5 - 6	cocktail hour	DJ background holiday
6 - 7	speeches	no music necessary (players can eat now!)
7 - 8	dinner	more background music (raffle at 7:45)
8-11	Dueling Show (breaks at 8:45 and 9:45 for raffles)	

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### **Dinner Seating**

during speeches

### **Announcements**

Please be seated for Speeches 6:00 pm

Raffles announcements Total 4 at approx 7:30, 8:30, 9:30 and 10:30

Dinner announcement at 7:00 pm - Release tables to be served (we will provide the table numbers)

Casino tables open at 7:30 - announce this!

Please put request slips out on tables to make it easier for attendees to make requests!

### **Explicit Lyrics:**

Use you best judgement, if it is vulgar or politically incorrect, please sub words.

### **Tipping:**

No

### **Alcohol/Bar**

Type: Cash

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## Miscellaneous Information

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

tbd

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

Select the IHG One Rewards network -Select the ACCESS CODE tab

VNTCA

### **Other**

**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

**Performance Expectations** - 3

### **Departure And Load-Out**

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



FELIX AND FINGERS  
DUELING PIANOS

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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 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](#)