

# Elite Supply Partners Holiday Party Corporate Event

## General Information

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### **Performers**

- Andrew Dethloff - andrew@felixandfingers.com - 281-638-3979 (Piano)
- Isaac Cooremans - imorales0009@gmail.com - 915-332-9664 (Piano)

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

12/07/2024 - 06:00 pm - 11:30 pm CST

### **Location**

Odessa Marriott Hotel & Conference Center  
305 E 5th St  
Odessa, Texas 79761-5133

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

Meghan Elliot  
(210) 215-9344  
meghan.elliott@elitesupplypartners.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:** For load in, it would work best if you have them come in through the Texas entrance. It leads directly into the ballroom where your party will be so it will be the easiest access/load in point.

If Meghan is unavailable contact Mackenzie

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

150

### **Contacts**

#### **Venue Manager:**

Makenzie Griess

(432) 614-5556  
makenzie.griess@marriott.com  
<http://marriott.com>

### **Upgrades**

- Mini-shells

## **Files**

- [Diagram-12.7.24.pdf](#)



# Elite Supply Partners Holiday Party Corporate Event

## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
6-630	People arrive	
6:30-7	Hors D'Oeuvres	Background Playlist throughout cocktails and dinner
7-8	Dinner	
8-9(ish)	Speeches/awards/raffle	Wireless Mic
9-11;30	Dueling Pianos	

### **Dinner Seating**

During dinner when guests eat at provided area

### **Announcements**

Introduction for Chris Wimberley to present awards following dinner.

### **Explicit Lyrics:**

Nothing sexually explicit- avoid the f bomb.

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** 5 tickets per guest

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## Miscellaneous Information

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

Brian Foreman (Regional VP) after a few drinks

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD

### **Other**

**Performer's Attire** - Festive (In accordance with a particular holiday)

**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
- 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](#)