

Family Entertainment Group, LLC Holiday Party

Corporate Event

General Information

Performers

- Jennifer Lee Knuth - jleeunplugged@gmail.com - 7082785489 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

IMPORTANT: Food Allergy Information

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

Entire Event Day Time Frame

12/05/2024 - 05:00 pm - 08:00 pm CST

Location

Westwood Tavern
1385 N Meacham Rd
Schaumburg, Illinois 60173-4805

Contact Person(s)

Kate Wilford
(847) 842-6310
kate.wilford@fegllc.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 03:30 pm

Please Note: set up in the wine room, stairs possible.

Expected number of guests:

35

Contacts

Venue Manager:

Amanda Salvino

(847) 969-9500
westwoodbanquets@gmail.com
<https://westwoodtavern.com/>

Upgrades

- Mini-shells



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General Timeline

Itinerary

Time Frame	Activity	Notes
5:00pm	Cocktails/Hors D'Oeuvres	People arriving - you do not have to be ready necessarily at this point - holiday music if you are otherwise we can go with whatever (if anything) the restaurant has going on
5:45pm	CEO Speech	Approximate time - he may go early
5:50pm	Dinner	Buffet so people may be up and down
6:15pm	Dueling Pianos	Again - buffet with bar so people may be up and down
8:00pm	Evening Done	This is a relatively fluid event, but we can discuss when I get there

Dinner Seating

Go ahead and eat with everyone else after the CEO comments so you are ready to go once you are done.

Explicit Lyrics:

If you can sing the song, but make the explicit part funny, that's fine otherwise it's adults only so it should be fine (if there are too many explicit songs, I may gear you towards limiting them)

Tipping:

Yes

Alcohol/Bar

Type: Combination/Other

Details: Probably drink tickets - we're still discussing, but I can confirm when I know or tell you day of; bar closing has not been told to me by location so it may be later

Additional Information: Again, these evenings are generally fluid and I will be there for any questions you may have just let me know

I still need to confirm some details about the venue - should hear from them on Monday 11/25, but wanted to get this to you ASAP - will confirm on the call the time to get out for sure, sound ordinances and confirming the space - everything else is fine.

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Miscellaneous Information

People To Include In Show

No

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

WW-Guest

To be given day of

Other

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

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 09:30 pm

Additional Information: holiday wear. ugly sweaters etc.

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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 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](#)