

ARCO/Murray - Tenant Solutions Holiday Party

Corporate Event

General Information

Performers

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Jake Carter - jcarter@felixandfingers.com - 530-949-0272 (Piano)

IMPORTANT: Food Allergy Information

- Jake Carter has the following food allergies: Seafood / Fish - Non Severe

Entire Event Day Time Frame

12/14/2024 - 07:30 pm - 11:30 pm CST

Location

Marshall's Landing
222 W Merchandise Mart Plaza
Chicago, Illinois 60654

Contact Person(s)

Kelsi Travis
(331) 201-8872
ktravis@arcomurray.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 05:30 pm

Please Note: Look for separate email detailing load in!

Expected number of guests:

120

Contacts

Venue Manager:

Dustin Grezeszak

(312) 722-2919

dgrezeszak@episcopohospitality.com

<http://marshallslanding.com>

Upgrades

- Mini-shells



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General Timeline

Itinerary

Time Frame	Activity	Notes
7:30pm - 8:15pm	DJ Background	Mix of holiday and non
8:15 - 9:00	Low key background music	
9:00pm - 9:30pm	Speech / Longer Break	
9:15pm - 11:15pm	Dueling Pianos	End show between 11/11:15, DJ until 11:30
11/11:15 - 11:30	DJ	

Dinner Seating

Will have more information closer to the date, but there are multiple opportunities for a break and to eat. 8:30 - 9:30pm will have the most food available. We will also have late night eats I can grab them too. We will have a 15 - 20 minute speech that they can take the time to eat too. I am flexible with this.

Explicit Lyrics:

I trust the judgement to not be so explicit. If there are minor curse words, that is okay, but nothing vulgar. Let's keep most of it clean!

Songs To Avoid:

None of those examples. No music that is making people dance uniformly, this is not the vibe of the event.. People will enjoy this, sing, but do not want any line dances. This is a corporate event, so need to keep appropriate somewhat.

Must Play Songs:

41 - by Dave Mathews (Live)
All I Want For Christmas - by Mariah Carey (Live)
- by Michael Buble (Live)
Jingle Bell Rock - by Bobby Helms (Live)
- by Foreigner (Live)
- by Taylor Swift (Live)
Simple Man - by Shinedown Acoustic (Live)
- by Alicia Keys (Live)
- by Usher (Live)
I Was Made For Loving You - by Kiss (Live)
Youre A Grand Ol Flag - by (Recorded)

Tipping:

No

Alcohol/Bar

Type: Open

Additional Information: Regarding tipping, will have a tip at the end for the musicians, since it's a company event, do not want to ask anyone for money. We will have a song list closer to the date.



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Miscellaneous Information

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

tbd

tbd

Other

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

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 12:30 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 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](#)