

# CBIZ End of Year Party Corporate Event

## General Information

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### **Performers**

- Janessa Cardillo - janessa.cardillo@gmail.com - 216-505-3689 (Piano)
- Terrell Sparks - terrellsparks77@gmail.com - 317-682-8549 (Piano)

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

12/06/2024 - 05:30 pm - 10:00 pm EST

### **Location**

Neidhammer Weddings & Events  
2104 E Washington St  
Indianapolis, Indiana 46201-4131

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

Karli Azar  
(317) 919-1339  
karli.azar@cbiz.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:** We would like the pianos to be set up on the 3rd floor of the venue.

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

130

### **Contacts**

**Venue Manager:**  
Crystal Gibson

(317) 875-2146  
info@neidhammer.com  
<https://neidhammerweddings.com/>

### **Files**

- [Floorplan.png](#)

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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
5:30PM - 6:15PM	Cocktail Hour and Arrival	First Floor
6:15PM - 7:15PM	Dinner	Second Floor (the venue will likely have speakers here that we can plug in to, allowing us to DJ music during dinner.) NO holiday music please - classic rock/piano bar music
7:30PM - 8:00PM	Awards Ceremony	Third Floor
8:00PM - 10:00PM	Dueling Pianos	Third Floor

### **Dinner Seating**

You can eat when dinner is served at 6PM and could eat on the third floor or if you prefer you can eat at a later point in the evening.

### **Announcements**

Announcement regarding drinking and driving. Please be safe, utilize rideshare. Or make a last call announcement for drinks.

SETUP NOTE - please allow a bit of space on the front of the stage for awards -

### **Explicit Lyrics:**

Avoid the f word.

### **Tipping:**

Yes

### **Alcohol/Bar**

Type: Open

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## Miscellaneous Information

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### **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** - 2

A lot of dueling piano banter and comedy. A little focus on dancing.

**[Please be sure to review the Corporate Events Guide!](#)**

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

**We must be packed up and out of the venue by 11:00 pm**

**Additional Information:** People won't likely be dancing but I think some banter and lively music is definitely needed. NOTHING politically charged please during banter.



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 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](#)