

# **PDM Holiday Party/PDM employees Corporate Event**

## **General Information**

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### **Performers**

- Alyssa Jones - alyssa@felixandfingers.com - 682-225-7693 (Piano)
- Maxwell Ward - maxwellemmettward@gmail.com - 6513284909 (Piano)

### **IMPORTANT: Food Allergy Information**

- Alyssa Jones has the following food allergies: Gluten

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

01/25/2025 - 06:00 pm - 10:30 pm CST

### **Location**

Hotel Fort Des Moines  
1000 Walnut St  
Des Moines, Iowa 50309-3400

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

Sara Harrell  
(515) 344-1585  
sharrell@pdmroadcast.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 will be in the main ballroom on the second level. There is an elevator you can use in the hotel. If you need assistance, you can check in at the front desk. I will be there closer to 4:30pm to set up. Pull to front of hotel to unload. Sara will send map of where to unload.

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

250

### **Contacts**

#### **Venue Manager:**

Taylor Sievers

(641) 485-7875  
taylor.sievers@hotelfortdesmoines.com  
<http://www.hotelfortdesmoines.com>

## Upgrades

- Mini-shells



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## General Timeline

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### Itinerary

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6:00-6:30	cocktails	this is informal and will take place inside the ballroom and out on the mezzanine. DJ light music in the ballroom.
6:30 - 7:00	Speeches/awards	We would like help announcing all team members to ballroom. Our team will need microphone to use.
7:00 - 8:00	Dinner	We would like help making this announcement. DJ light background music
8:00	Dueling Pianos	start vibeing the end of the show- 90 min- 2.5 hours
10:00	DJ Show	last call annoucement
10:30	event ends	

### Dinner Seating

They can go through the line right before we dismiss our employees- go during award time. Buffet in mezzanine- there are high top tables in the mezzaine. Sara will ask about GF options.

### Announcements

During the event we would like your help acting as the MC.

### Explicit Lyrics:

We would prefer no overly explicit lyrics. Feel free to change the words if needed, or "mute" the words that are not appropriate.

### Songs To Avoid:

Avoid explicit language mostly, a couple are fine- baby got back is okay, no WAP

### Tipping:

No

### Alcohol/Bar

**Type:** Combination/Other

**Details:** We give each employee 2 drink tickets, all other drinks will be cash bar.

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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

### **Other**

**Performer's Attire** - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit pants or designer denims with a button-up or collared shirt; no ties.)

**Performance Expectations** - 1

### **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 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](#)