

# Burch Oil Christmas Party Corporate Event

## General Information

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### **Performers**

- Adam Seligson - adamseligson@hotmail.com - 9137083849 (Piano)
- Maddy Ludwig - madelyn.ludwig@gmail.com - 8475293696 (Piano)

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

- Maddy Ludwig has the following food allergies: Gluten

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

12/06/2024 - 06:30 pm - 11:00 pm EST

### **Location**

Mechanicsville Volunteer Fire Department  
28165 Hills Club Rd  
Mechanicsville, Maryland 20659-7220

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

Kathy McGurk  
(301) 904-3519  
kmcgurk@burchpropane.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

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

175-200

### **Contacts**

#### **Photographer:**

Carol Davis  
Journey Studios  
(301) 904-9187  
caroldavis65@gmail.com

#### **Owner**

Sheri Norris  
(240) 577-7132  
snorris@burchoil.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	Guests Trickle in	
6:30-7	Cocktails	Background Xmas Tunes
7pm	Speeches	Wireless Mic
7:15pm	Dinner	Background Playlist
8:00-10:30	Dueling Pianos	
10:30-11:00		Background Playlist

### **Dinner Seating**

Once all the guests have gotten their plates

### **Announcements**

Just the basic announcements welcoming the guests to the Burch Christmas Party and when dinner is served

### **Explicit Lyrics:**

Keep it Clean

### **Songs To Avoid:**

Rap

### **Must Play Songs:**

Sweet Caroline - by Neil Diamond ()

YMCA - by Village People ()

Don't Stop Believing - by Journey ()

Friends In Low Places - by Garth Brooks ()

Sweet Home Alabama - by Lynrd Skynyrd ()

### **Tipping:**

No

### **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

### **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** - 3

### **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 special load-in instructions
- No venue manager
- 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](#)