

# Recovery.com Holiday Party - it's for the office of the Recovery.com team Corporate Event

## General Information

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### **Performers**

- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)
- Jake Ashley - jake@felixandfingers.com - 7034637586 (Piano)

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

12/04/2024 - 05:00 pm - 08:00 pm CST

### **Location**

Park Hotel Madison  
22 S Carroll St  
Madison, Wisconsin 53703

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

Kristina Lamb  
(608) 698-3933  
kristina@recovery.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 03:00 pm

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

100-120

### **Contacts**

#### **Venue Manager:**

Jackie Thompsan

(608) 285-8000

jthompson@parkhotelmadison.com

[https://www.bestwestern.com/en\\_US/book/hotel-rooms.50061.html?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:50061](https://www.bestwestern.com/en_US/book/hotel-rooms.50061.html?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:50061)

### **Upgrades**

- Mini-shells

## **Files**

- [SOW-Recovery.com\\_Felix-and-Fingers.pdf](#)



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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
5:00pm	Arrive/mingle/eat dinner	DJ holiday background music
5:30pm-8:00pm	Dueling Pianos	

### **Dinner Seating**

The players are welcome to eat during the beginning start up hour with the staff. I imagine they will take turns. They're also welcome to eat after the event if they aren't hungry when it starts. Really whenever they have the availability to eat is fine with us.

### **Explicit Lyrics:**

Please bleep out explicit lyrics for every song possible. Thank you for the accommodation!

### **Songs To Avoid:**

No line dances

### **Tipping:**

No

**Additional Information:** As a company based in recovery we want to make sure everyone who is in recovery feels comfortable. Please no jokes or comments around "grabbing a drink" or getting drunk or anything like that. This is an alcohol free atmosphere.

# **Recovery.com Holiday Party - it's for the office of the Recovery.com team Corporate Event Miscellaneous Information**

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## **People To Include In Show**

not that I can think of right now

## **Children**

**Approximate Number Of Children:** 20

**General Age Range:** 6months to 16 years old

## **Wireless**

**Details:**

**Please Provide The Name Of The Connection And Password**

**Wireless Name**

**Password**

TBD

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

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

## **Departure And Load-Out**

**We must be packed up and out of the venue by 09:00 pm**

**Additional Information:** ugly sweater contest is happening!

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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 special announcements
- No must-play songs
- No tipping allowed
- No alcohol
- 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](#)