

# Bell Works Chicagoland Holiday Party Corporate Event

## General Information

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### **Performers**

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)
- Andy Schlinder - jazzplayr88@gmail.com - 6302540544 (Saxophonist)

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

11/21/2024 - 04:00 pm - 07:00 pm CST

### **Location**

Bell Works  
2000 Center Dr  
Hoffman Estates, Illinois 60192

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

Brooke Petrany  
(732) 241-4388  
bellworks@npzdesign.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 02:00 pm

**Please Note:** I will connect you with Building Management if you need to use an elevator. Otherwise, you can enter at the East Entrance. There is a ramp to load in your equipment!

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

200

### **Upgrades**

- Additional Musicians

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
5:30	Thank You Speech	If anything, the Owner may want to give a quick speech in the middle of the event. We can discuss on Thursday!

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### Dinner Seating

There will be passed hors d'oeuvres throughout the event. We will let them know to put aside a plate for you on one of your breaks. What time should this be?

### Announcements

After Party at World's Fair 7-9pm!

### Explicit Lyrics:

We definitely need to keep all songs clean + appropriate... there will be people of all ages and a few religious guests, so we want to avoid any expletives/inappropriate songs.

### Songs To Avoid:

Please no country music or classic dance party songs (cha cha slide, cotton-eyed joe, etc.), line dances.

### Must Play Songs:

Piano Man - by Billy Joel ()

### Tipping:

No

### Alcohol/Bar

**Type:** Open

**Additional Information:** There will be a mix of those who celebrate Christmas and Hanukkah, so if you are going to do any holiday songs, please play both types of songs.

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## Miscellaneous Information

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### Children

**Approximate Number Of Children:** Not many, but it is possible.

**General Age Range:** All ages

### Wireless

**Details:**

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

	Wireless Name	Password
Bell Works Public Wifi		not needed

### 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 09:00 pm

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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 venue manager
- No tipping allowed
- 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](#)