

# FullCount Holiday Party 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**

12/17/2024 - 05:30 pm - 10:30 pm CST

### **Location**

Rollins Mansion  
2801 Fleur Dr  
Des Moines, Iowa 50321-1703

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

Andy Henry  
(641) 431-1343  
henrya@fullcount.net

### **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 03:30 pm

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

62

### **Contacts**

#### **Venue Manager:**

Jacky DeBoer

(515) 505-2000  
jacqueline@rollinsmansion.com  
<https://www.rollinsmansion.com/>

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## General Timeline

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### Itinerary

Time	Frame Activity	Notes
5:30	Cocktail hour / hors d'oeuvres	Hosted in the upper level of the building. We will be including smaller events in a scavenger hunt for relics around the building and a mixology course during this time.
6:30	Plated Dinner	Hosted in the lower floor of the venue, where I'm envisioing the piano's will be setup, unless they're mobile and able to be both upstairs and downstairs.
7:00	Manager company presentations/speeches/raffle	This will coincide with the latter half of dinner- Use F&F Mic
7:30	Duelling Pianos	Make annoucement at beginnging of show
9:30	Show Ends	

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### Dinner Seating

Any available table during the evening after guests have been seated. These are plated meals so you'll need to let us know your choice between steak or chicken selections plus any allergies. Feel free to coordinate this with the vendor as well.

Dinner Service- Plated

First Course

Bread and Butter

Red Wine Poached Pear Salad

with baby arugula, herb goat cheese, toasted pistachio, pomegranate arls and dried cherries

Main Entree

Berkwood Farms Bacon-Wrapped Tenderloin Medallions

with Chestnut Fig Sauce

Stuffed French Chicken

with Prosciutto, Spinach and Ricotta with a Roast Tomato White Wine Au Jus

Sides

Crispy Herb Roast Marble Potatoes

Brown Sugar Glazed Rainbow Carrots and Parsnips

### Announcements

Transportation disclaimer - Something like.. "Please make sure to travel safely and responsibly. You are allowed to expense the cost of a rideshare to/from the event and will be solely responsible for your own well-being"

### Explicit Lyrics:

Corporate friendly. A little cursing is fine, we're adults, but nothing racey or too explicit.

### Songs To Avoid:

All of the above suggestions should likely be avoided. We do not anticipate much of a dancing or singalong crowd as this is a corporate event in the IT world. I'd like to set the expectations for a vibe of ambiance + song requests + entertainment. I

could be mistaken and please feel free to react accordingly, but I do not expect too much involvement from our team.

**Must Play Songs:**

Let It Go - by *Frozen Soundtrack (Live)*

**Tipping:**

Yes

**Alcohol/Bar**

**Type:** Open



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## Miscellaneous Information

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### **People To Include In Show**

None that I can think of. However.. I did request Let It Go - Frozen specifically for one team member (Ian Heisdorffer) who once sang this karaoke style on company trip to the Caribbean many years ago. A shout out to him is welcome.

### **Wireless**

#### **Details:**

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

<b>Wireless Name</b>	<b>Password</b>
TBD - Vendor provided day-of	TBD - Vendor provided day-of

### **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

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

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

**We must be packed up and out of the venue by 10:30 pm**

**Additional Information:** You are welcome to dress in any option other than casual. We are advertising business casual for our team members but the venue is holiday themed. We'll see some in suites, most in dressy casual. If you want to go holiday themed and dress to the season, feel free to wear Christmas clothes as well, whatever floats the boat!

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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 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](#)