

# Forvis Mazars Holiday Party Corporate Event

## General Information

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### **Performers**

- Aaron Lotzow - alotzow@gmail.com - 319-850-8771 (Piano)
- Max Indiveri - maxindiverimusic@gmail.com - 9139527349 (Piano)

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

- Max Indiveri has the following food allergies: Celiacs disease (gluten allergy)

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

12/13/2024 - 05:00 pm - 11:00 pm CST

### **Location**

Embassy Suites La Vista, NE  
12520 Westport Pkwy  
La Vista, Nebraska 68128-5610

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

Marie Krause  
(402) 708-0388  
marie.krause@us.forvismazars.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:**

150

#### **Catering Manager**

Kelsie Novotny  
(402) 408-5469  
kelsie.novotny@atriumhospitality.com

#### **A/V**

David Sexton  
david.sexton@encoreglobal.com

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
5pm-6:30pm	Cocktails	DJ background holiday music
6:30pm-6:40pm	Speech	Bring wireless just incase
~6:40-8pm	Dinner	DJ background holiday music
8pm-10:30pm	Dueling Pianos	after show play some DJ 'goodbye' music while you tear down

### **Dinner Seating**

They can eat during cocktail hour or our dinner time. Check in w/Marie

### **Announcements**

Announce when we need to be seated for dinner ~6:25pm

### **Explicit Lyrics:**

You can use explicit lyrics, but avoid over the top sexual lyrics like in WAP.

### **Tipping:**

Yes

### **Alcohol/Bar**

Type: Open

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## Miscellaneous Information

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

Include fun people if you want!

### **Sound Ordinance**

Last song must end at **11:00 pm**

### **Wireless**

**Details:**

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

**Wireless Name**

**Password**

Will provide

at venue

### **Other**

**Performer's Attire** - Festive (In accordance with a particular holiday)

**Performance Expectations** - 2

A lot of dueling piano banter and comedy. A little focus on dancing.

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

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

We must be packed up and out of the venue by **11:30 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 special load-in instructions
- No venue manager
- No genres/tunes to avoid
- No must-play songs
- No children
- 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](#)