

Solutions Management Group Holiday Party

Corporate Event

General Information

Performers

- Jake Ashby - jake@felixandfingers.com - 7034637586 (Piano)
- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)

Entire Event Day Time Frame

01/03/2025 - 06:00 pm - 10:30 pm CST

Location

Holiday Inn & Suites Cedar Falls-Waterloo Event Ctr, an IHG Hotel
7400 Hudson Rd
Cedar Falls, Iowa 50613-6438

Contact Person(s)

Kelsey Watson
(309) 721-9362
kquintana@smgtech.biz

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:

120

Contacts

Venue Manager:

Mimi Coenen

(319) 260-2600
mcoenen@cfholiday.com
<http://www.bienvenuevents.com>

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General Timeline

Itinerary

Time Frame	Activity	Notes
6:00 PM	Cocktails/Arrival	dj background
6:45 PM	Buffet Dinner	dj background
7:30 PM	Speeches/Gifts/Awards	they'll use our microphone
8:00-8:30 PM	Name That Tune Game - Piano	Mike will run this. Bring some papers and pencils for each table.
8:30-10:30 PM	Dueling Piano Show	
10:30 PM	Event Concludes	

Dinner Seating

Buffet will be available to you before/during/after our employees go through the line - feel free to eat whenever you feel necessary. Feel free to grab a seat at any table with two seats!

Announcements

Dinner buffet - 6:45 PM

Speeches/Awards/gifts - 7:30 PM

Name that tune game with piano - 8:00-8:30 PM

Last call - 10:15 PM

We will do some raffle giveaways, probably right after name that tune.

Explicit Lyrics:

Avoid/beep them out please!

Tipping:

Yes

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

Julie Besse - co-planner

Shawn Rodriguez - employee who participates in everything :)

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

Other

Performer's Attire - Other

dressy casual, but the theme is black and gold. Not required, but could be fun. Very NYE vibe.

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 11:59 pm

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Gear Check And No-List

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 genres/tunes to avoid
- No must-play songs
- 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](#)