

# Solutions Management Group Holiday Party

## Corporate Event

### General Information

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#### **Performers**

- Jake Ashey - 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

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#### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
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

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#### **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

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

**We must be packed up and out of the venue by 11:59 pm**

FELIX AND FINGERS  
DUELING PIANOS

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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 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](#)