

# IT Holiday Party/ Farm Bureau Corporate Event

## General Information

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### **Performers**

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Whitney Maxwell - whitneymaxwell5@gmail.com - 5153603542 (Piano)

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

12/12/2024 - 12:30 pm - 04:30 pm CST

### **Location**

Sheraton West Des Moines  
1800 50th St  
West Des Moines, Iowa 50266-1063

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

Cait Horrigan  
(515) 225-5400  
cait.horrigan@fbfs.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 10:30 am

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

150

### **Contacts**

#### **Venue Manager:**

DeLaine Burken

(515) 457-2102

DELAIN.BURKEN@ATRIUMHOSPITALITY.COM

[https://www.marriott.com/search/submitSearch.mi?pageType=advanced&searchType=NearAddress&destinationAddress.location=Sheraton+West+Des+Moines+Hotel&nst=paid&cid=PAI\\_GLB0004YXD\\_GLE000BIM5\\_GLF000OETA&ppc=ppc&pId=ustbpc&gad\\_source=1&gclid=CjwKCAiA6t-6BhA3EiwAltRFGJ6mdfvO15nxvLUeYw4Qh7eOfzupbtt7Ca5rRuTcXGGxA0M0S7d9OBoCL\\_AQAvD\\_BwE&gclid=aw.ds](https://www.marriott.com/search/submitSearch.mi?pageType=advanced&searchType=NearAddress&destinationAddress.location=Sheraton+West+Des+Moines+Hotel&nst=paid&cid=PAI_GLB0004YXD_GLE000BIM5_GLF000OETA&ppc=ppc&pId=ustbpc&gad_source=1&gclid=CjwKCAiA6t-6BhA3EiwAltRFGJ6mdfvO15nxvLUeYw4Qh7eOfzupbtt7Ca5rRuTcXGGxA0M0S7d9OBoCL_AQAvD_BwE&gclid=aw.ds)

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
12:30-2:30pm	Cocktails + appetizers	Ongoing for the duration of the event/background recorded music
2:30pm-3:00pm	Announcements	Brief slideshow presentation
3:00pm-4:30pm	Dueling Pianos	

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### **Dinner Seating**

2:30pm-3:00pm, the food will be available, if they'd like to help themselves at this time (during speeches.)

### **Explicit Lyrics:**

Please do not play any music that is not corporate work place appropriate.

### **Songs To Avoid:**

No Hokey Pokey, Chicken Dance, Line Dances, etc.

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** The bar package is open with drink tickets per person. We can provide tickets to the performers.

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## Miscellaneous Information

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

No

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### **Other**

**Performer's Attire** - Other

Dressy casual + festive

**Performance Expectations** - 2

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

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

**We must be packed up and out of the venue by 06:00 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 special announcements
- No must-play songs
- No tipping allowed
- 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](#)