

# First Trust Bank Holiday Party Corporate Event

## General Information

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### **Performers**

- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)
- Whitney Maxwell - whitneymaxwell5@gmail.com - 5153603542 (Piano)

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

12/07/2024 - 05:30 pm - 10:00 pm CST

### **Location**

CALCO  
201 Main St  
Calamus, Iowa 52729

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

Morgan Barfield  
(563) 374-1247  
mbarfield@firsttrust.bank

### **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:**

75

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
5:30 - 6	Cocktails	DJ Background
6 - 6:15	Welcome speech./new employee recognition	They will need one of our mics for this
6:15 - 7:15	Dinner	DJ Background
7:15 - 9:30	Dueling	1 short break in the middle
9:30 - 10	DJ	

### **Dinner Seating**

during dinner

### **Explicit Lyrics:**

family friendly. Hells and damns are fine, nothing more

### **Tipping:**

No

### **Alcohol/Bar**

Type: Open

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## Miscellaneous Information

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

tbd

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

tbd

tbd

### **Other**

**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

**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 11:00 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 special announcements
- No genres/tunes to avoid
- 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](#)