

2024 Company Holiday Party Corporate Event

General Information

Performers

- Maxwell Ward - maxwellemmettward@gmail.com - 6513284909 (Piano)

Entire Event Day Time Frame

01/10/2025 - 05:00 pm - 09:00 pm CST

Location

Black Woods Event Center
195 US-2
Duluth, Minnesota 55807

Contact Person(s)

Brittany Houselog
(218) 481-7200
brittany.houselog@clearwatercomposites.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:

45

Contacts

Venue Manager:
Molly Nett

(218) 724-0000
catering@blackwoods.com

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General Timeline

Itinerary

Time Frame	Activity	Notes
5 - 6	DJ Background music (mix and holiday and non holiday music)	
6 - 7	DJ Background music (mix of holiday and non holiday music)	
7 - 9		

Dinner Seating

Player(s) can eat with the rest of the group from 6:15 until show start time. I will send food options over in a separate e-mail.

Explicit Lyrics:

Avoid explicit lyrics/words. At least 1 - 2 children so keep things family friendly

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: Two free drink tickets per guest, anything beyond 2 is out of pocket

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Miscellaneous Information

People To Include In Show

Kelly McMahon

Children

Approximate Number Of Children: maybe 3
General Age Range: 8-18

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

Other

Performer's Attire - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit pants or designer denims with a button-up or collared shirt; no ties.)

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 10:00 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 special announcements
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- 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](#)