

# RSM Holiday Party Corporate Event

## General Information

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### **Performers**

- Alyssa Jones - alyssa@felixandfingers.com - 682-225-7693 (Piano)
- Maxwell Ward - maxwellemmettward@gmail.com - 6513284909 (Piano)

### **IMPORTANT: Food Allergy Information**

- Alyssa Jones has the following food allergies: Gluten

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

01/11/2025 - 06:00 pm - 11:30 pm CST

### **Location**

The Depot/ Renaissance Minneapolis  
225 3rd Ave S  
Minneapolis, Minnesota 55401-2524

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

Alyssa Bernards  
(763) 354-9541  
alyssa.bernards@rsmus.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 04:00 pm

**Please Note:** Tell parking attendant you are with RSM and they will cover parking.

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

900-1000

### **Contacts**

#### **Venue Manager:**

Brooke Pope

(612) 758-7803  
bpope@RenMinneapolis.com  
<https://thedepotminneapolis.com/milwaukee-road/>

#### **RSM Contact**

Amira Ansari  
(651) 368-6397  
amira.ansari@rsmus.com

**RSM Contact**

Lizzie Hugo  
lizzie.hugo@rsmus.com

**RMS Contact**

Shelly Mayo  
Shelly.mayo@rsmus.com

**Upgrades**

- Mini-shells

**Files**

- [Diagram-2025.pdf](#)



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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6:00	Guests Arrive	DJ Background Music (Light Jazz/ Light Pop)
7:00	All Food Stations & Entertainment Open	Continue DJ Background (vibe the room)
8:30	Dueling Pianos Starts	
10:30	Dueling Pianos Ends & Start DJ Show	CLEAN DJ SHOW
11:30	DJ Show Ends	CLEAN DJ SHOW

### **Dinner Seating**

Before 8:30. We will have food available for the duration of the entire event so PLEASE eat when you have the time/availability. Everything gluten free will be labeled.

### **Announcements**

The bingo caller will be taking 2 breaks throughout the three hours. If you can make announcements when the bingo will be resuming, that would be great! Alyssa will give a cue

### **Explicit Lyrics:**

No explicit lyrics - keep it appropriate for a company setting.

### **Songs To Avoid:**

Hokey Pokey, Chicken Dance, Line Dances - keep music selection professional

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Guests receive 4 drink tickets; cash bar after that

**Additional Information:** Reiterating to keep the show clean and professional

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## Miscellaneous Information

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### **Wireless**

**Details:**

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

	<b>Wireless Name</b>	<b>Password</b>
TBD		RSM25

### **Other**

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

**Performance Expectations** - 3

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

**We must be packed up and out of the venue by 02:00 am**

**Additional Information:** Please make sure the performance is appropriate for a company setting. Make very interactive-people generally join the dance floor later.



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 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](#)