

# Blue Shield of California's Employee Appreciation Week Corporate Event

## General Information

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### **Performers**

- David Mahokey - david.mahokey@gmail.com - 724-317-1045 (Piano)
- Lindsay Everly - lindsayeverlymusic@gmail.com - 415-996-7140 (Piano)

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

03/06/2025 - 09:00 am - 02:00 pm PST

### **Location**

Blue Shield CA - Oakland Office  
601 12th St  
Oakland, California 94607-3885

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

Cassie Cherner  
(310) 779-7186  
cassie.cherner@blueshieldca.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 07:00 am

**Please Note:** Go to loading dock, unload into freight elevator and into lobby. Move cars to parking and proceed to lobby for security access. Players will need to sign NDA, have a picture taken, and wear a visitor pass. Cassie and Lisa will present for assistance.

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

200

### **Upgrades**

- Mini-shells

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
7-9am	Set up - load in	
9-10am	Dj music only	People will be arriving and taking their seats
10-11:15am	lunch break - speaker presenting on stage, no music needed.	Break - no services needed. Lunch break
11:30am-2pm	presentations over - dueling pianos begin	1:30 - soft stop, 2:00 hard stop/ load out.

### Dinner Seating

There is a 1.5 hour window where we have executives presenting and no music is needed. Lunch will be provided.

### Announcements

Happy Employee Appreciation Week! Encourage photo booth, stop the swag table, have some food, request some songs, sing along, etc...

### Explicit Lyrics:

Keep it clean - corporate event. Bleep out if needed.

### Tipping:

No

### VIP Branding Wrap

Players, please find the simple instructions on how to apply the wrap here: <https://youtu.be/OYODK8s37gs>

**Additional Information:** Guests will be coming and going, we're hoping the music will keep them entertained and make them want to stick around for a while. This is an employee appreciation event - want to keep it fun and exciting!

First female CEO, Lois, and this is the first town hall event with her.

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## Miscellaneous Information

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

TBD - Will check and report back if so.

### **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 - 2**

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

**[Please be sure to review the Corporate Events Guide!](#)**

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

We must be packed up and out of the venue by 03:00 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 Mike Potts - (815) 245-3623 (text only)
- Business Cards

### **The "No" List**

- No venue manager
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- No alcohol
- 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](#)