

Marriott International Corporate Event

General Information

Performers

- Ashleigh Paige - gonegirlbooking@gmail.com - 816-674-4293 (Piano)
- Austin Reed - austin@felixandfingers.com - 816-933-0315 (Piano)

Entire Event Day Time Frame

03/11/2025 - 06:00 pm - 08:30 pm CST

Location

Des Moines Marriott Downtown
700 Grand Ave
Des Moines, Iowa 50309-2705

Contact Person(s)

Stefanie Velez
(972) 266-3034
sthefanie.velezcolon@marriott.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: Service elevator is right on the front of the hotel, next to the main entrance. An employee will operate it and take you upstairs to the event space

Expected number of guests:

200

Contacts

Venue Manager:

Sara Gabriel

(515) 443-0126

Sara.Gabriel@marriott.com

Senior Manager

Ali Burns

(972) 266-3034

ali.burns@marriott.com

Upgrades

- Mini-shells

Files

- [image.png](#)



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General Timeline

Itinerary

Time Frame	Activity	Notes
6 -6:30	Cocktails	DJ Background music
6:30 - 6:45	Welcome speech/thank yous	
6:45 - 8:30	Dueling Pianos	

Dinner Seating

N/a

Explicit Lyrics:

This is a corporate event - no vulgar language. If there is a radio edit version that is fine.

Songs To Avoid:

This is a corporate event - no vulgar language.

Tipping:

No

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

n/a

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 11:59 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 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](#)