

# UG Deans Conference Private Event

## General Information

**This event has a 'No Social' agreement.**

**Do not post about this event. Do not take or share photos under any circumstances.**

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### **Performers**

- Calvin Gainey - calgaine@gmail.com - 936-577-0182 (Piano)

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

03/13/2025 - 06:00 pm - 08:00 pm CST

### **Location**

The University of Texas at Dallas  
777 N Loop Rd  
Richardson, Texas 75080

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

Victoria Montgomery  
(972) 883-5071  
victoria.montgomery@utdallas.edu

### **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

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

50

### **Contacts**

#### **Venue Manager:**

Abraham Carrillo

(469) 831-5903

acarrillo@crowmuseum.org

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

<b>Time Frame</b>	<b>Activity</b>	<b>Notes</b>
6pm	Piano Show 6-8	Guests Arrive, Bar & Buffet opens
7pm	Art galleries open for guests to visit	
8pm	Guests depart	

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### **Dinner Seating**

You may eat in the lobby before show or at the end of the event. To-go boxes will be available if you prefer to take yours home!

### **Announcements**

Announce Gallery opening at 7pm

7:30- announce Last Call

7:45- Bus is on its way

### **Explicit Lyrics:**

Keep it clean, please!

### **Tipping:**

Yes

### **Alcohol/Bar**

**Type:** Open

**Additional Information:** FYI, the first 30 ish minutes will be mostly background music while people eat and mingle. Start interaction show once people have taken their seats

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## Miscellaneous Information

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

Sure! This is a fun group!

Dawn Owens-the boss might be a good person to bring up and have fun with

### **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.

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

**Shuttle Details** - Bus arrives at 8pm to pick up guests; yes, please give a 10 minute warning to guests

**We must be packed up and out of the venue by 09:00 pm**

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 special load-in instructions
- No genres/tunes to avoid
- No must-play songs
- No children
- No sound ordinances
- No media sharing of any kind

### **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](#)