

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.

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

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

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.

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

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

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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](#)