

# Arrow Electronics Corporate Event

## General Information

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### **Performers**

- Casey Cross - caseyrcross@gmail.com - 4058856529 (Piano)
- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)

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

05/27/2023 - 06:00 pm - 09:00 pm EST

### **Location**

Heirloom  
230 W McCarty St  
Indianapolis, Indiana 46225-1234

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

Meredith Maddox  
(720) 418-7846  
meredith.maddox@arrow.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:** TBD on setup time and special load in instructions. I am connecting with the venue on Friday and will have that information at that time.

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

150

### **Contacts**

#### **Venue Manager:**

Katie Saxton

(111) 111-1111

katie@crystalcatering.com

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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
6-6:30	Dueling Pianos as guests arrive	Be aware of volume - lively but not so loud that people can't talk
6:30 - 7:00	Question and answer portion (no music)	
7:00 - 8:30	Dinner	Background live 7 -7:45, then break for dinner
8:15/8:30 - 9:00	Dueling	Dueling (play by ear - if the crowd is lively, do a live set. If it's clearing out, you can keep up recorded music here)

### Explicit Lyrics:

No, explicit Lyrics.

### Songs To Avoid:

Please just make sure the playlist is appropriate for a corporate group. We will have a short cocktail hour to start the evening, followed by a seated dinner and then most of the group will leave afterwards.

### Tipping:

No

### Alcohol/Bar

Type: Open

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## Miscellaneous Information

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

No

### **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**

This number represents a sliding scale between 0 and 5. 0 leans towards traditional bar show with lots of dueling piano banter and comedy. 5 represents a show with little talking and non-stop dancing.

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**

**Shuttle Details** - No announcement needed

**We must be packed up and out of the venue by 10:00 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 announcements
- No must-play songs
- No tipping allowed
- No children
- No sound ordinances

### **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](#)