

AbbVie Sales Training Corporate Event

General Information

Performers

- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)

Entire Event Day Time Frame

04/24/2023 - 06:00 pm - 09:00 pm CST

Location

Forester Hotel
200 N Field Dr
Lake Forest, Illinois 60045

Contact Person(s)

Amy Mueller
(973) 517-0107
amueller@ime-connect.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 03:30 pm

Please Note: Amy (not mueller), the travel director, is on site.

Stephanie is the clients internal planner will be there.

Amy Mueller will email these numbers over to Mike.

Expected number of guests:

40

Contacts

Venue Manager:

Nicole Becker

(847) 582-6404

nicole.becker@hyatt.com

https://www.hyatt.com/en-US/hotel/illinois/the-forester-a-hyatt-place-hotel/chizf?src=corp_lclb_gmb_seo_chizf

Travel Director

Amy Westrom

(612) 290-9694

amywestrom@yahoo.com

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General Timeline

Itinerary

Time Frame	Activity	Notes
530	background music	DJ
6ish-9	dueling pianos	break as needed

Announcements

most are new employees, probably don't know each other.

Explicit Lyrics:

I don't think you'll get many of these requests, but if someone does ask, you can say you'll put on a list for the evening. If unsure, you can ask Stephanie Schopp or Amy Westom who are both onsite that evening and they can provide direction.

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: Just beer and wine upon consumption. We want people to socialize and enjoy - but not rip roaring, it is corporate :)

Additional Information: Attendees are coming to the reception from an all day training session, so will definitely be ready to relax. I will know more specifics, but last I heard they were going to start with a cocktail 30 minutes before eating, so you can start playing the piped in music at that start (5:30-5:45pm, when people will start coming in). and then around 6:30pm you can start your live performance.

We will arrange for your hot dinner as well - we have added you to our guest meal count :)

Stephanie Schopp and Amy Westrom are your on-site contacts. Forester Hotel is pretty basic, no special load in instructions, but if any questions, please reach out to Nicole Becker who is handling our program.

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Miscellaneous Information

People To Include In Show

no one in particular, no.

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

I can provide closer to the day

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 - A mix of interaction with both traditional requests and dance songs.

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.

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

Departure And Load-Out

We must be packed up and out of the venue by 10:30 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 genres/tunes to avoid
- 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](#)