

# insitro Corporate Event

## General Information

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### **Performers**

- Adam Saxe - adamsaxemusic@gmail.com - 937-510-1607 (Piano)
- Leana Courtney - layonapillow@gmail.com - 602-748-5219 (Piano)
- Aaron Green - aarongreendrumming@gmail.com - 510-867-1141 (Drummer)
- Bill Hampton - bhampton24@gmail.com - 415-407-3558 (Guitarist)
- Jared Cruz - jcruz664@gmail.com - 408-903-7390 (Saxophonist)

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

05/18/2023 - 06:00 pm - 10:00 pm PST

### **Location**

The Pearl  
601 19th St  
San Francisco, California 94107-3040

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

Pragnesh Patel  
(510) 364-6197  
pragnesh@insitro.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:** Point of Contact for event: Rubal Sekhon 650-385-1970.  
There is also an audio manager to help us with sound.

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

300

### **Upgrades**

- Mini-shells
- Additional Musicians

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
6pm	Cocktails	Background DJ: loungy-chill // Find Rubel (venue manager) for vendor meals
~7pm	Find Katie Jackson (MC)	bring wireless
7pm	Daphane (CEO) Speech	MC will intro
7:15pm	Kristen Awards	MC will intro
~7:30-10pm	Dueling Pianos & DJed Music in Speakeasy	start after the awards

### **Announcements**

Announce the ErrorBar (speakeasy) & special dessert around 8pm  
Mention if anyone wants to come up and sing around 8:30/9pm

### **Explicit Lyrics:**

PG -13  
This is an adult only event but no serious swearing, radio edits preferred.

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Open

**Additional Information:** Variety in the music. Save most of the rap until a little later in the show/don't over do it.

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## Miscellaneous Information

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

Encourage anyone that would like to sing.

### **Wireless**

#### **Details:**

**Please Provide The Name Of The Connection And Password**

**Wireless Name**

**Password**

TBD

TBD

### **Other**

**Performer's Attire** - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

**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 11:00 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 venue manager
- 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](#)