

# Controlled Holdings - Employee Appreciation Weekend Corporate Event General Information

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## **Performers**

- Casey Cross - caseyrcross@gmail.com - 4058856529 (Piano)
- Katrina Nilsen - katrinanilsenmusic@gmail.com - 9792290892 (Piano)

## **Entire Event Day Time Frame**

08/26/2023 - 04:00 pm - 11:00 pm EST

## **Location**

The Westin Indianapolis  
241 W Washington St  
Indianapolis, Indiana 46204-3435

## **Contact Person(s)**

Carl Kasten  
(317) 319-7030  
carl.kasten@controlledholdings.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 02:00 pm

## **Expected number of guests:**

150

## **Contacts**

### **Event Planner:**

Alyssa White  
Controlled Holdings  
(574) 360-4351  
alyssa.white@jacksonsystems.com

# Controlled Holdings - Employee Appreciation Weekend Corporate Event General Timeline

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## **Itinerary**

Time Frame	Activity	Notes
4:00pm - 5:30pm	Cocktail Hour	Would love some music playing in the background during this time
5:30pm - 6:30pm	Dinner	Would love some music playing in the background during this time
6:30pm - 8:00pm	Awards Ceremony	
8:00pm - 11:00pm	Dueling Pianos	Will be set up in another room

## **Explicit Lyrics:**

Explicit lyrics are fine as long as it is not extremely vulgar (no F word, N word, C word, etc.).

## **Songs To Avoid:**

Anything with extremely vulgar language

## **Tipping:**

Yes

## **Alcohol/Bar**

Type: Open

# Controlled Holdings - Employee Appreciation Weekend Corporate Event Miscellaneous Information

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## **Wireless**

### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

## **Other**

**Performer's Attire** - Other

Casual/80s/90s theme

**Performance Expectations** - 4

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.

Some dueling piano banter and comedy. A stronger focus on 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 12:00 am**

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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 venue manager
- No special announcements
- No must-play songs
- 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](#)