

2023 Wisconsin Chapter NECA Summer Meeting

Corporate Event

General Information

Performers

- Eric Ronquillo - eric@felixandfingers.com - 7147918485 (Piano)
- Jim Gritschke - jim@felixandfingers.com - 8474319899 (Piano)

Entire Event Day Time Frame

07/22/2023 - 06:00 pm - 10:00 pm CST

Location

The Hotel Retlaw
One N Main Street
Fond du Lac, Wisconsin 54935

Contact Person(s)

Peggy Loebig
(608) 774-2412
peggy@wisneca.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 04:30 pm

Please Note: There is a parking garage for the hotel. Please go to the 2nd floor of the parking garage. There will be loading doors that go directly into the Crystal Ballroom where the event is taking place.

Expected number of guests:

50

Contacts

Venue Manager:
Emilee Carpenter

(920) 204-0400
ecarpenter@thehotelretlaw.com
<https://www.thehotelretlaw.com/>

Upgrades

- Mini-shells

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General Timeline

Itinerary

Time Frame	Activity	Notes
6:00 - 6:45pm	Cocktails/Hors D'oeuvres	Buble Playlist
6:45 - 8:00pm	Dinner/Thank Yous	"Summer Cocktails" Playlist
8:00 - 10:00pm	Dueling Pianos	
10:00 - 10:30pm	Raffle Drawing/Winners	

Explicit Lyrics:

Keep it PG-13, but have fun.

Tipping:

Yes

Alcohol/Bar

Type: Open

Additional Information: Alternate Contact: Tara Ripp - 608-438-7747

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Miscellaneous Information

People To Include In Show

a couple of songs to get the kids engaged. Ages preteen - seventeen.

Children

Approximate Number Of Children: 3

General Age Range: 10-17

Wireless

Details:

Please Provide The Name Of The Connection And Password

	Wireless Name	Password
HotelRetlaw Network		none

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 12:00 am

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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 special announcements
- No genres/tunes to avoid
- No must-play songs
- 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](#)