

# Northwestern Medicine Annual Medical Staff Appreciation Reception Corporate Event General Information

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## **Performers**

- Casey Cross - caseyrcross@gmail.com - 4058856529 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

## **IMPORTANT: Food Allergy Information**

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

## **Entire Event Day Time Frame**

08/25/2023 - 06:00 pm - 11:00 pm CST

## **Location**

Boulder Ridge Country Club  
350 Boulder Dr  
Lake in the Hills, Illinois 60156

## **Contact Person(s)**

Kate Chahmirzadi  
(630) 336-2502  
katherine.chahmirzadi@nm.org

## **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

## **Expected number of guests:**

250

## **Contacts**

### **Photographer:**

Bruce Starrenburg  
Lightbox, Inc.  
(847) 347-7638  
b@bstarrenburg.com  
<http://www.bstarrenburg.com>

### **Venue Manager:**

Sara Gilmore

(847) 854-3000  
sgilmore@heritagegolfgroup.com  
<https://www.boulderridge.com/>



# Northwestern Medicine Annual Medical Staff Appreciation Reception Corporate Event General Timeline

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## **Itinerary**

Time Frame	Activity	Notes
6:00pm - 7:00pm	Guest arrival, cocktails, passed hors d'oeuvres	Live background music on grand piano in lobby, recorded background music in event space
7-730/7:45	Stations open (announce this)	DJ background
7:30 (or whenever enough people have gotten through the food line) - 8:00	Speeches/awards	Podium will be center stage between pianos. DP - set up a bit further back to allow access for presenters to get on stage
8 - 10:30	Dueling pianos	
10:30 - 11	DJ	

## **Announcements**

Brief welcome comments to be made by leadership, 10 minutes max. in length. Run of Show with details will be provided to performers week prior to event.

## **Explicit Lyrics:**

Please avoid explicit lyrics. This group will probably not request songs with questionable lyrics.

## **Songs To Avoid:**

No line dances, hokey pokey, chicken dance etc.

## **Tipping:**

No

## **Alcohol/Bar**

**Type:** Open

**Additional Information:** Felix and Fingers has performed at this event before, the group really likes the dueling piano format, and they know what to expect.

Demographic of the group is men and women, physicians and hospital leadership with a guest. Age ranges from 30-70.

# Northwestern Medicine Annual Medical Staff Appreciation Reception Corporate Event Miscellaneous Information

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## **People To Include In Show**

Chief Medical Officer and possible hospital leadership may make a few comments at beginning of the evening.

## **Wireless**

### **Details:**

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

**Wireless Name**

**Password**

Need to get from club manager

## **Other**

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

**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**

We must be packed up and out of the venue by 12:00 am

# Northwestern Medicine Annual Medical Staff Appreciation Reception Corporate Event 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 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](#)