

Emergency Response Team Appreciation Corporate Event

General Information

Performers

- Amanda Chapa - amandanchapa@yahoo.com - 214-783-2564 (Piano)
- Eddie Thompson - edwardthompson@mac.com - 346 332 3456 (Piano)

IMPORTANT: Food Allergy Information

- Amanda Chapa has the following food allergies: White vinegar and corn syrup

Entire Event Day Time Frame

12/08/2023 - 06:00 pm - 09:30 pm CST

Location

Marland Mansion
901 Monument Rd
Ponca City, Oklahoma 74604

Contact Person(s)

Amy Geurin
(580) 767-6011
amy.geurin@p66.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

Expected number of guests:

100-125

Contacts

Venue Manager:

Kim Roper

(580) 767-0425
roperkg@poncacityok.gov
<http://www.marlandmansion.com>

Upgrades

- Mini-shells



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General Timeline

Itinerary

Time Frame	Activity	Notes
6:00-7:30	Cocktail Hour	DJ Background Music
7:30-8:00	Dueling Pianos	
8:00	Announce first 5 prize winners	
8:00-8:30	Dueling Pianos	
8:30	Announce next 5 prize winners	
8:30-9:00	Dueling Pianos	
9:00	Announce last 5 prize winners	
9:00-9:20	Dueling Pianos	

Announcements

We will be giving away door prizes throughout the night. 15 prizes. There will be prizes on stage. Simply call out the name and then the person can come up and claim their prize! There are fifteen total. Do 5 every half hour. Amy will there to assist in giving away the prizes! Let people know early that you will be calling prizes all night. It'll incentivize them to stay!

Explicit Lyrics:

PG-13, don't do anything offensive - keep it on the clean side

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: Drink tickets + cash bar

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Miscellaneous Information

People To Include In Show

Feel free to read the room and call up whomever you wish.

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

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 special load-in instructions
- 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](#)