

# Chocolate Bayou Credit Union End of Year Celebration Corporate Event General Information

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## **Performers**

- Chris Zeunges - zeungeschris@gmail.com - 228-697-0936 (Piano)
- Ryan Forbes - ryanforbesmusic@gmail.com - 972 765 4257 (Piano)

## **Entire Event Day Time Frame**

12/09/2023 - 06:00 pm - 11:45 pm CST

## **Location**

Hilton Houston NASA Clear Lake  
3000 E NASA Pkwy  
Houston, Texas 77058

## **Contact Person(s)**

Stacie Gilmore  
(713) 851-9498  
stacie.gilmore@chocolatebayou.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

**Please Note:** Use the service elevator at the kitchen area

## **Expected number of guests:**

96

## **Contacts**

### **Venue Manager:**

Ru (she/her) Loper

(832) 864-0102

Rungporn.loper@hilton.com

<http://houstonnasaclearlake.hilton.com>

# Chocolate Bayou Credit Union End of Year Celebration Corporate Event General Timeline

## **Itinerary**

Time Frame	Activity	Notes
6:00 - 7:00	Cocktails	DJ Music
7:00 - 8:00	Dinner	DJ Music
7:45	"Thank you" announcement to guests	Please Provide Microphone
8:00 - 10:30/11:00	Pianos	Feel free to take a couple of 15 minutes breaks if you go until 11:00
9:45	Prize Drawings	Musicians to draw winners
10:30/11:00 - 11:45	DJ Music and Dancing	
11:45	Tear down and go	

## **Announcements**

We will have a drawing for prizes and thank yous to all - Please provide a microphone

## **Explicit Lyrics:**

Beep or insert a fun word in place. Something not stuffy, but mostly clean. Broadcast allowable curse words are okay if it's a one-off. It should remain pretty PG.

## **Must Play Songs:**

Ice Ice Baby - by Vanilla Ice (Live or recorded)  
Tootsie Roll - by 69 Boyz (Live or recorded)  
Wanna Be A Baller - by Lil Troy (Live or recorded)  
Cupid Shuffle - by Cupid (Live or recorded)  
Cha Cha Slide - by DJ Casper (Recorded)  
Copperhead Road - by Steve Earle (Live or recorded)  
Cowgirls - by Morgan Wallen (Live or recorded)  
Get Low - by Lil Jon & The East Side Boyz (Live or recorded)  
Dance With Somebody - by Whitney Houston (Live or recorded)  
Friends In Low Places - by Garth Brooks (Live)  
Great Balls Of Fire - by Jerry Lee Lewis (Live)  
Gasolina - by Daddy Yankee, Bad Bunny, Pitbull (Recorded)  
Footloose - by Kenny Loggins (Live or recorded)  
Wobble - by V.I.C. (Recorded)

## **Tipping:**

Yes

## **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Two drink tickets per guest and cash bar after that.



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## Miscellaneous Information

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### **Wireless**

#### **Details:**

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

	<b>Wireless Name</b>	<b>Password</b>
Hilton Honor Meeting		hiltonfast

### **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 12:45 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 genres/tunes to avoid
- 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](#)