

Pritchard Companies Holiday Celebration/Pritchard Employees Corporate Event

General Information

Performers

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Whitney Maxwell - whitneymaxwell5@gmail.com - 5153603542 (Piano)

Entire Event Day Time Frame

12/14/2023 - 05:30 pm - 08:00 pm CST

Location

Surf Ballroom
460 N Shore Dr
Clear Lake, Iowa 50428-1373

Contact Person(s)

Julie Brevig
(763) 447-0212
julie.brevig@pritchards.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 03:30 pm

Expected number of guests:

300 to 400

Contacts

Venue Manager:

Molly Kern

(641) 357-6151
events@surfballroom.com
<https://www.surfballroom.com/contact.html>

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General Timeline

Itinerary

Time Frame	Activity	Notes
5:30 - 7:00	Dueling Pianos (start a little more mellow, then up the energy as guests make requests)	
7:00 - 7:30	Video Presentation	Players can grab food at this time
7:30 - 8:00	Dueling Pianos Hit list for 15 - 20 minutes, then DJ music as guests leave	

Announcements

Announce how prize drawing will work, etc. Client will be emailing a list of announcements!

Explicit Lyrics:

Read the room - nothing super profane

Must Play Songs:

Mix Of Holiday And Non - by ()

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: Two drink tickets per guest and then a cash bar. Soda/water will be complimentary for the evening.

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Miscellaneous Information

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

tbd

tbd

Other

Performer's Attire - Festive (In accordance with a particular holiday)

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 09:30 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 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](#)