

# Calumet Refinery Christmas Party Corporate Event

## General Information

---

### **Performers**

- Chris Roberts - crshow@mail.com - 850-499-4570 (Piano)
- Chris Zeunges - zeungeschris@gmail.com - 228-697-0936 (Piano)

### **Entire Event Day Time Frame**

12/16/2023 - 06:00 pm - 10:00 pm CST

### **Location**

601 Spring st  
601 Spring  
Shreveport, Louisiana 71101

### **Contact Person(s)**

Melissa Shiflett  
(318) 656-0145  
melissa.shiflett@calumetspecialty.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

**Please Note:** Go through the garage in the basement. You will take an elevator up to the 1st floor where the event is taking place.

Call 318-300-3177 ask for Allie so she can direct them where to load in. The musicians will need to be buzzed into the building.

### **Expected number of guests:**

200

### **Contacts**

**Venue Manager:**  
Alley Murphey

(318) 300-3177  
allie@601spring.com

# Calumet Refinery Christmas Party Corporate Event

## General Timeline

---

### **Itinerary**

Time Frame	Activity	Notes
6:00	Cocktails	Background DJ Music
6:15	Door prize drawing	Please provide microphone
6:30	Plant Manager Speech	Please provide microphone
6:30-7:30	Dueling Pianos	
7:30-8:00	Drawing + Games	Please provide microphone
8:00-9:30	Dueling Pianos	

### **Explicit Lyrics:**

Use best judgement - not too dirty please

### **Tipping:**

Yes

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Comp 4 tickets per person. People will pay for drinks after 8:00

# Calumet Refinery Christmas Party Corporate Event

## Miscellaneous Information

---

### **People To Include In Show**

No

### **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 11:00 pm**

# Calumet Refinery Christmas Party Corporate Event

## 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 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](#)