

# Commonwealth Holiday Party Corporate Event

## General Information

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### **Performers**

- Casey Cross - caseyrcross@gmail.com - 4058856529 (Piano)
- Jim Gritschke - jim@felixandfingers.com - 8474319899 (Piano)

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

01/12/2024 - 06:00 pm - 10:00 pm CST

### **Location**

Hotel Retlaw  
1 N Main St  
Fond du Lac, Wisconsin 54935-3419

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

Kaley Morgan  
(608) 228-0949  
kaley.morgan@commonwealthco.net

### **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 04:30 pm

**Please Note:** We will be in the larger ballroom.

\*\*\*Note from Jim: I believe we go around the building to find the parking garage. Then drive up to the 2nd level until you find the large double doors leading to the ballroom. (See attached photo) After load-in, we may have to park on a higher level.

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

120

### **Contacts**

#### **Venue Manager:**

Emilee Carpenter

(920) 204-3072

ecarpenter@thehotelretlaw.com

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
6:00 - 6:45	Cocktails	DJ Background Classic Rock
6:45 - 7:30	Dinner Buffet	DJ Background Instrumental
7:30 - 9:30	Dueling Pianos	
8:00 - 8:15	Raffle drawing	25 Prizes
9:30 - 10:00	DJ Requests	Piano Breakdown

### **Announcements**

Announce that Buffet is open at 6:45. Chris & Kristi are the owners and may want to address everyone before the raffle.

### **Explicit Lyrics:**

There are no kids, so have fun with it as long as it doesn't get too raunchy.

### **Tipping:**

Yes

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Drink tickets, then to cash bar.

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## Miscellaneous Information

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

You will be able to tell which people are more fun for this.

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

Hotel Retlaw

None

### **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**

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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 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](#)