

Lunch with Megan --- Corporate/ Client Appreciation Event Corporate Event General Information

Performers

- Kaleen Dolan - kaleendolanmusic@gmail.com - 8472202322 (Piano)
- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)

Entire Event Day Time Frame

09/24/2024 - 10:00 am - 01:30 pm EST

Location

Courtyard by Marriott Hotel
1 Riverfront Plaza
Hamilton, Ohio 45011

Contact Person(s)

Megan Dalton
(937) 422-5080
megandaltoncfs@gmail.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 07:30 am

Please Note: There is a parking lot in the back of the hotel/ right side when facing building. There is a door there that is close to the ballroom entrance. You may have to go in the front entrance to prop it open but that is the closest place to upload. Guests will arrive at 10am -- please be set up and play intro music lightly by 10:00am.

Cindy - (513) 505-7582
Aimee - (513) 504-1458

Megan's Assistants if she cant be reached.

Expected number of guests:

100 - 125

Contacts

Venue Manager:
Hannah Short

(513) 896-6200
hshort@shanercorp.com

Upgrades

- Mini-shells

Files

- [LWM-2024-Estimated-Timeline_to-share.pdf](#)
- [LWM-2024-Ballroom-Layout.pdf](#)



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Itinerary

Time Frame	Activity	Notes
15 minutes	Door Prize Drawings	Very end of event
10-15 minute intervals throughout	Megan speeches	intro/ break for lunch/ back to event after lunch speech/ closing remarks, etc.
5 minutes	Flower basket giveaway from welcome table	beginning of event
5 minutes	Megan Dalton on stage w/ piano players	To Discuss -- have her as part of the show/ no singing!

Dinner Seating

We will be having a buffet lunch. The players can eat -- go first to the line as I am releasing tables. There will be empty seats throughout the room. We would ideally like them to split up and each sit at a separate table with the guests and socialize and answer questions. But if not, they will have to find an empty seat as there is no special place. If they finish lunch early we would also love them to briefly visit tables and say hi to the guests. We know the guests would just love that!

Announcements

We have made "Song Request" cards to place at every table. Our staff (not the guests) will gather them throughout and bring them up to the piano players. The cards will have the clients names on them. Please have the piano players announce who asked for the song - (even if just can pronounce first name.) Expecting the players to add friendly and clean and funny banter throughout so can joke about who asked for what if applicable.

10am open doors
 10:30event starts and megan talk.
 10:45-11:25 Duelin
 11:25-12:10 Lunch
 Megan talks for a few
 12:25-12:55 Dueling
 Door Prizes at 1 and then we wrap it up.

Definitely do the letter game with Megan involved. She'll get us three other names. Or maybe a little name that tune.

Explicit Lyrics:

If it is just one or two cuss words in the song, please handle it in a lighthearted/ funny way. You can say something beforehand like "Geeze Mary chose a song from an album that has a parental advisory sticker on it...." and then literally say BLEEP during the song very obviously. Or have the other player put their fingers in their ears.

Or if it is really bad --- like nothing but cuss words and racial slurs, etc.... please just skip it all together when you see it laying on the piano as an option!!!!

Tipping:

No



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People To Include In Show

Yes, that is a great idea!! How is it done? FYI: It will only be clients, never the guests of clients I want on stage.

So I will specifically tell the players who to call up by giving you their names ahead of time???

Or, YES! Have me, Megan Dalton, the company owner on stage I think is a really great idea -- but what do I do (no singing)???

Do the letter game or name that tune.

Wireless

Details: There is no name/password. You may have to create a hotspot.

Other

Performer's Attire - Other

Somewhere between cocktail and formal for the ladies -- above the knee is not appropriate.

Suit and tie for the men.

Very colorful - prefer no black clothing.

Please have nothing too revealing or low cut as our clients are older (many in 70s-85) and very conservative.

No cleavage please. Very conservative outfit. Arms covered somewhat, at least short sleeved.

Performance Expectations - 1 - More banter and comedy. Less emphasis on dancing.

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 03:00 pm

Additional Information: There will be no formal dancing - everyone will remain seated. But we would like it if you encourage dancing, especially clapping, tapping of feet, and a lot of singing along!!!

Clients there will be age 55-85.

Please keep vocabulary clean - no cursing or off-color by too far jokes - but some inuendo is okay.

No tip jars -- will be tipped by Megan Dalton after the event.

We may do a little bit of the name that tune games. Mike Sherman knows all about this. Probably do this or the letter game. Megan will let us know.

Lunch with Megan --- Corporate/ Client Appreciation Event 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 Mike Potts - (815) 245-3623 (text only)
- Business Cards

The "No" List

- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- No alcohol
- No children
- No sound ordinances
- No wireless access
- 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](#)