

# KAH Staff Holiday Party Corporate Event

## General Information

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### **Performers**

- Angela Madrid - angelamadrid2@yahoo.com - 323-381-2650 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

### **IMPORTANT: Food Allergy Information**

- Angela Madrid has the following food allergies: Almonds and melon

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

12/06/2024 - 07:00 pm - 11:00 pm EST

### **Location**

VisArts Rockville  
155 Gibbs St  
Rockville, Maryland 20850-0353

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

Julia Melo  
(240) 688-0759  
julia@kidsafterhours.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 05:00 pm

**Please Note:** I believe there is an elevator.

Contact Zoe when you arrive

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

180

### **Contacts**

#### **Venue Manager:**

Jarredd Fourie

(301) 315-8200  
jfourie@visartscenter.org  
<https://www.visartscenter.org/>

#### **Admin**

Zoe Zuppa

## **Upgrades**

- Mini-shells

## **Files**

- [Buchanan-Room-Floor-Plan\\_2024.pdf](#)



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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
7-8	Guests	Background Playlist
8	Short Thank you Speech (Wireless Mic just in case)	Bob the Owner will welcome and thank everyone for coming.
8:30-11	Dueling Pianos	

### **Dinner Seating**

We will be providing a buffet. Performers are welcome to grab food and eat at any available table. We have open seating for all of our guests.

### **Explicit Lyrics:**

We may have some children at the event, so please keep lyrics clean.

### **Tipping:**

No

### **Alcohol/Bar**

Type: Open

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## Miscellaneous Information

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

Yes! I think you will get a lot of volunteers who would love to participate.

### **Children**

**Approximate Number Of Children:** 8

**General Age Range:** 0-16

### **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 12:00 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 special announcements
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- 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](#)