

# Mandan Refinery Christmas Party Corporate Event

## General Information

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### **Performers**

- Alyssa Jones - alyssa@felixandfingers.com - 682-225-7693 (Piano)
- Maxwell Ward - maxwellemmettward@gmail.com - 6513284909 (Piano)

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

- Alyssa Jones has the following food allergies: Gluten

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

12/06/2024 - 06:00 pm - 11:00 pm CST

### **Location**

Bismarck Hotel and Conference Center  
803 South 3rd Street  
Bismarck, North Dakota 58504

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

Kari Leier  
(701) 667-2491  
kleier@marathonpetroleum.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:** Pull up to conference center NOT hotel- straight through the double doors

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

250-275

### **Contacts**

#### **Venue Manager:**

Kaylin Cavanaugh

(701) 877-3187

klandeis@thebismarckhotel.com

<https://www.thebismarckhotel.com/>

### **Upgrades**

- Mini-shells

## **Files**

- [Rough-Layout.pdf](#)



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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
6pm	Social Hour-Cocktails/Hors D'Oeuvres	Left Side- No DJ
7pm	Dinner (Buffet Style)	Right Side- DJ background holiday music
7:45pm	Speeches/Thank Yous	Have Extra Mic
8pm	Dueling Pianos	
10pm	Show Ends- DJ Holiday Music	
10:30	Stop DJ	

### **Dinner Seating**

Eat with everyone else! Sliced roast beef & Chicken breast (GF), salad, corn, & cheesecake

### **Explicit Lyrics:**

The request can be honored. We feel our employees will be considerate of other guests and not go overboard with explicit lyrics.

### **Tipping:**

No

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Open bar during the Social Hour - 6-7pm

Once dinner starts it will be a cash bar.

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## Miscellaneous Information

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

Kari will email Alyssa volunteers to be a part of the show

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### **Other**

**Performer's Attire** - Casual (Blue jeans and a t-shirt would be acceptable.)

**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 11:30 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 special announcements
- No genres/tunes to avoid
- No must-play songs
- 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](#)