

# ITU LearnLab Christmas Party Corporate Event

## General Information

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### **Performers**

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Terrell Sparks - terrellsparks77@gmail.com - 317-682-8549 (Piano)

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

12/05/2024 - 12:00 pm - 04:00 pm EST

### **Location**

Dugger Community Center  
834 S Hicum St  
Dugger, Indiana 47848

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

Ashton Hays  
(812) 264-2516  
ashton@goitu.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 10:00 am

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

20

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
12-130	Lunch	Hibachi Chef
	DJed Music during Lunch	
130-330	Dueling Pianos	
30 minutes to an hour	Speeches, Gifts to Employees during Dueling Pianos tear down	

### **Dinner Seating**

We will be having a Hibachi Chef set up with lunch being served at 12pm. I am arranging for extra meals to be prepared for the performers. They are welcome to eat at the same time with us.

F&F performers and the Hibachi Chef will be arriving at the same time to start their set up. Guests will be arriving at 12pm.

### **Explicit Lyrics:**

We would like clean lyrics. We are a conservative company with a wide age range and would like to keep it enjoyable for everyone. Popular songs, oldies, classics, etc. are great! The funnier the show, the better!

### **Tipping:**

No

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## Miscellaneous Information

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

I am not sure. I would assume the majority of guests would not enjoy being on stage :)

### **Wireless**

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

### **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 05:00 pm**

**Additional Information:** This is for our company Christmas Party. We will have Christmas decorations around and would like some of the background music during lunch to be festive.

The activities of this party have been kept a secret from all employees. Keeping this a surprise has been tough! We are a small group in a town with not even a caution light. I'm sure many have not had the chance to experience a show like this. We are very excited to have F\$F at our Christmas Party!

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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 Bre Podgorski - (818) 823-5799 (text only)
- Business Cards

### **The "No" List**

- No special load-in instructions
- No venue manager
- No special announcements
- 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**

#### **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](#)