

# CSAC Annual Meeting Corporate Event

## General Information

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### **Performers**

- Leana Courtney - layonapillow@gmail.com - 602-748-5219 (Piano)
- Shawn Grindle - shawn@felixandfingers.com - 412-860-0544 (Piano)

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

11/21/2024 - 07:15 pm - 11:00 pm PST

### **Location**

Pasadena Convention Center  
300 East Green Street  
Pasadena, California 91101

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

Michael Sweet  
(916) 917-6093  
msweet@counties.org

### **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 05:15 pm

**Please Note:** Please contact our Events Manager, Debra Kurtti, for specific load-in instructions. She will work with the hotel and know how to access the loading docks and navigate behind the scenes. Debra's phone number is (530) 903-1492.

Only need to bring shells, benches & keyboards + 1/4" cables. Vocal mics optional.

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

~600

### **Contacts**

#### **Venue Manager:**

Kevin Linares

(626) 817-5602

klinares@pasadenacenter.com

<https://www.visitpasadena.com/convention-center/>

#### **A/V**

Reggie Drew

(916) 541-8867

treblecleff88@gmail.com

## **Upgrades**

- Mini-shells

## **Files**

- [2024-PCC-Ballroom-Diagram-002.pdf](#)



# CSAC Annual Meeting Corporate Event

## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
~7:30pm	Speeches	
Somewhere inbetween	Plated Dinner	
~8:20pm	Speeches/Video	
~9pm-11pm	Dueling Pianos	flexible end time

### **Dinner Seating**

You will be able to eat and attend the dinner with our guests at a table.

### **Explicit Lyrics:**

Keep it clean, please.

### **Must Play Songs:**

California Love - by Tupac (live)

### **Tipping:**

Yes

### **Alcohol/Bar**

Type: Cash

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## Miscellaneous Information

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

Our incoming President, Inyo County Supervisor Jeff Griffiths  
President might jam with us on the first song. He'll bring electric/acoustic guitar and will need a vocal mic from A/V. TBD on the song.  
Soundcheck at 6pm.

### **Wireless**

#### **Details:**

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

Wireless Name	Password
CSAC2024	CSACAnnual130th

### **Other**

**Performer's Attire** - Formal (Women: formal gown. Men: suit with a tie.)

**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 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](#)