

# Family Entertainment Group, LLC Holiday Party

## Corporate Event

### General Information

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#### **Performers**

- Jennifer Lee Knuth - jleeunplugged@gmail.com - 7082785489 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

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

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

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

12/05/2024 - 05:00 pm - 08:00 pm CST

#### **Location**

Westwood Tavern  
1385 N Meacham Rd  
Schaumburg, Illinois 60173-4805

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

Kate Wilford  
(847) 842-6310  
kate.wilford@fegllc.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 03:30 pm

**Please Note:** set up in the wine room, stairs possible.

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

35

#### **Contacts**

##### **Venue Manager:**

Amanda Salvino

(847) 969-9500  
westwoodbanquets@gmail.com  
<https://westwoodtavern.com/>

## Upgrades

- Mini-shells



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### General Timeline

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#### **Itinerary**

Time Frame	Activity	Notes
5:00pm	Cocktails/Hors D'Oeuvres	People arriving - you do not have to be ready necessarily at this point - holiday music if you are otherwise we can go with whatever (if anything) the restaurant has going on
5:45pm	CEO Speech	Approximate time - he may go early
5:50pm	Dinner	Buffet so people may be up and down
6:15pm	Dueling Pianos	Again - buffet with bar so people may be up and down
8:00pm	Evening Done	This is a relatively fluid event, but we can discuss when I get there

#### **Dinner Seating**

Go ahead and eat with everyone else after the CEO comments so you are ready to go once you are done.

#### **Explicit Lyrics:**

If you can sing the song, but make the explicit part funny, that's fine otherwise it's adults only so it should be fine (if there are too many explicit songs, I may gear you towards limiting them)

#### **Tipping:**

Yes

#### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** Probably drink tickets - we're still discussing, but I can confirm when I know or tell you day of; bar closing has not been told to me by location so it may be later

**Additional Information:** Again, these evenings are generally fluid and I will be there for any questions you may have just let me know

I still need to confirm some details about the venue - should hear from them on Monday 11/25, but wanted to get this to you ASAP - will confirm on the call the time to get out for sure, sound ordinances and confirming the space - everything else is fine.

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### Miscellaneous Information

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

No

#### **Wireless**

##### **Details:**

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

**Wireless Name**

**Password**

WW-Guest

To be given day of

#### **Other**

**Performer's Attire** - Festive (In accordance with a particular holiday)

**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 09:30 pm**

**Additional Information:** holiday wear. ugly sweaters etc.

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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 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](#)