

CBIZ End of Year Party Corporate Event

General Information

Performers

- Janessa Cardillo - janessa.cardillo@gmail.com - 216-505-3689 (Piano)
- Terrell Sparks - terrellsparks77@gmail.com - 317-682-8549 (Piano)

Entire Event Day Time Frame

12/06/2024 - 05:30 pm - 10:00 pm EST

Location

Neidhammer Weddings & Events
2104 E Washington St
Indianapolis, Indiana 46201-4131

Contact Person(s)

Karli Azar
(317) 919-1339
karli.azar@cbiz.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: We would like the pianos to be set up on the 3rd floor of the venue.

Expected number of guests:

130

Contacts

Venue Manager:
Crystal Gibson

(317) 875-2146
info@neidhammer.com
<https://neidhammerweddings.com/>

Files

- [Floorplan.png](#)

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General Timeline

Itinerary

Time Frame	Activity	Notes
5:30PM - 6:15PM	Cocktail Hour and Arrival	First Floor
6:15PM - 7:15PM	Dinner	Second Floor (the venue will likely have speakers here that we can plug in to, allowing us to DJ music during dinner.) NO holiday music please - classic rock/piano bar music
7:30PM - 8:00PM	Awards Ceremony	Third Floor
8:00PM - 10:00PM	Dueling Pianos	Third Floor

Dinner Seating

You can eat when dinner is served at 6PM and could eat on the third floor or if you prefer you can eat at a later point in the evening.

Announcements

Announcement regarding drinking and driving. Please be safe, utilize rideshare. Or make a last call announcement for drinks.

SETUP NOTE - please allow a bit of space on the front of the stage for awards -

Explicit Lyrics:

Avoid the f word.

Tipping:

Yes

Alcohol/Bar

Type: Open

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Miscellaneous Information

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

TBD

Other

Performer's Attire - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

Performance Expectations - 2

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.

A lot of dueling piano banter and comedy. A little focus on 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 11:00 pm

Additional Information: People won't likely be dancing but I think some banter and lively music is definitely needed. NOTHING politically charged please during banter.

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Gear Check And No-List

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 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](#)