

# GoVirtual Office Holiday Party Corporate Event

## General Information

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### **Performers**

- Jake Ashey - jake@felixandfingers.com - 7034637586 (Piano)
- Robert Deason - RobertDeason03@gmail.com - 18472040912 (Piano)
- Dan Cable - groovepig1234@yahoo.com - 920-666-8436 (Drummer)

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

01/10/2025 - 05:00 pm - 11:00 pm CST

### **Location**

Park Hotel Madison  
22 S Carroll St  
Madison, Wisconsin 53703

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

Michelle Johnson  
(608) 556-7144  
Mjohnson@govirtualoffice.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 03:00 pm

**Please Note:** The hotel has said to unload in the drive. Please check in at the front desk and they will direct you where to do from there.

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

100

### **Contacts**

#### **Venue Manager:**

Jessica McDonald

(608) 327-1151  
jmcdonald@parkhotelmadison.com  
<http://parkhotelmadison.com>

### **Upgrades**

- Mini-shells
- Additional Musicians

## **Files**

- [Room-Setup.pdf](#)



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## General Timeline

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### **Itinerary**

| Time Frame  | Activity       | Notes                             |
|-------------|----------------|-----------------------------------|
| 5-6:30pm    | Cocktails      | DJ background music, mix of hits  |
| 6:30-8pm    | Dinner         |                                   |
| 7:45-8:30pm | Partners Talk  | will need to use our wireless mic |
| 8:30-11pm   | Dueling Pianos |                                   |

### **Dinner Seating**

There will be a small table in the room where you can eat. On the map of the room, it will be the small square table.

### **Announcements**

You will need to introduce the partners before they talk.

### **Explicit Lyrics:**

Sing away!

### **Tipping:**

Yes

### **Alcohol/Bar**

Type: Open

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## Miscellaneous Information

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

Jared and Nate Tucker

### **Sound Ordinance**

Last song must end at **11:00 pm**

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

BWPARKHOTEL

ParkGuest1

### **Other**

**Performer's Attire** - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit pants or designer denims with a button-up or collared shirt; no ties.)

**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 genres/tunes to avoid
- No must-play songs
- No children
- 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](#)