

PDM Holiday Party/PDM employees Corporate Event

General Information

Performers

- Alyssa Jones - alyssa@felixandfingers.com - 682-225-7693 (Piano)
- Maxwell Ward - maxwellemmettward@gmail.com - 6513284909 (Piano)

IMPORTANT: Food Allergy Information

- Alyssa Jones has the following food allergies: Gluten

Entire Event Day Time Frame

01/25/2025 - 06:00 pm - 10:30 pm CST

Location

Hotel Fort Des Moines
1000 Walnut St
Des Moines, Iowa 50309-3400

Contact Person(s)

Sara Harrell
(515) 344-1585
sharrell@pdmroadcast.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 will be in the main ballroom on the second level. There is an elevator you can use in the hotel. If you need assistance, you can check in at the front desk. I will be there closer to 4:30pm to set up. Pull to front of hotel to unload. Sara will send map of where to unload.

Expected number of guests:

250

Contacts

Venue Manager:

Taylor Sievers

(641) 485-7875
taylor.sievers@hotelfortdesmoines.com
<http://www.hotelfortdesmoines.com>

Upgrades

- Mini-shells



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General Timeline

Itinerary

Time Frame	Activity	Notes
6:00-6:30	cocktails	this is informal and will take place inside the ballroom and out on the mezzanine. DJ light music in the ballroom.
6:30 - 7:00	Speeches/awards	We would like help announcing all team members to ballroom. Our team will need microphone to use.
7:00 - 8:00	Dinner	We would like help making this announcement. DJ light background music
8:00	Dueling Pianos	start vibeing the end of the show- 90 min- 2.5 hours
10:00	DJ Show	last call annoucment
10:30	event ends	

Dinner Seating

They can go through the line right before we dismiss our employees- go during award time. Buffet in mezzanine- there are high top tables in the mezzaine. Sara will ask about GF options.

Announcements

During the event we would like your help acting as the MC.

Explicit Lyrics:

We would prefer no overly explicit lyrics. Feel free to change the words if needed, or "mute" the words that are not appropriate.

Songs To Avoid:

Avoid explicit language mostly, a couple are fine- baby got back is okay, no WAP

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: We give each employee 2 drink tickets, all other drinks will be cash bar.

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Miscellaneous Information

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

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 - 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 12:00 am

FELIX AND FINGERS
DUELING PIANOS

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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 must-play songs
- No tipping allowed
- 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](#)