

# Sukup Manufacturing Co. Christmas Party Private Event

## General Information

**This event has a 'No Social' agreement.**

**Do not post about this event. Do not take or share photos under any circumstances.**

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### **Performers**

- Jake Ashey - jake@felixandfingers.com - 7034637586 (Piano)
- Whitney Maxwell - whitneymaxwell5@gmail.com - 5153603542 (Piano)
- Brian Carney - drumroll78@hotmail.com - 740-352-5065 (Drummer)

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

12/13/2024 - 05:30 pm - 09:30 pm CST

### **Location**

Surf Ballroom  
460 N Shore Dr  
Clear Lake, Iowa 50428-1373

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

Amy Fleming  
(641) 892-4222  
afleming@sukup.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:** side door that will lead to the stage area, no stairs or elevators

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

350

### **Contacts**

**Venue Manager:**  
Molly Kern

(641) 357-6151  
events@surfballroom.com  
<http://www.surfballroom.com>

## **Upgrades**

- Mini-shells
- Additional Musicians

## **Files**

- [surf-ballroom-dance-floor-1024x576.jpg](#)
- [Surf-stage\\_dimension.jpg](#)
- [Surf-base\\_layout.jpg](#)



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## General Timeline

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### Itinerary

Time Frame	Activity	Notes
5:30pm	Hors D'Oeuvres	Surf Ballroom will provide dinner music
6:00pm	Dinner starts	if you could bring CEO/President Steve Sukup to the stage for the welcome and blessing before meal. Then we will get people moving through the dinner lines.
6:30pm-7:30pm	Years of Service Awards	Emcee - bring Steve Sukup to the stage for the Years of Service awards, and to talk about the company's achievements from 2024. Amy Fleming and Abby Wise will assist with handing out gifts on stage. We will have awardees from 10 years to 50 years of service recognized and take photos on stage.
7:30pm-9:30pm	Dueling Pianos	

### Dinner Seating

We will have a buffet line of all sorts of food options. You are welcome to go through the line before 5pm when others arrive!

### Announcements

We will have our caterer dismiss tables for dinner. Following the blessing by Steve Sukup, If someone could let guests know they can stay seated and someone will come around and your table will be dismissed to the buffet line.

### Explicit Lyrics:

Leave all explicit lyrics completely out. Skip over the bad lyric? A good variety from oldies/goodies, some Christmas songs, rock-n-roll to new today. Recognizable songs for variety.

### Songs To Avoid:

Nothing with profanity, no line dances, hoky poky, chicken dances

### Must Play Songs:

Sweet Caroline - by Neil Diamond (Live)

**Tipping:**

No

**VIP Branding Wrap**

Players, please find the simple instructions on how to apply the wrap here: <https://youtu.be/OYODK8s37gs>



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## Miscellaneous Information

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

We think ppl in our audience will probably volunteer, yes.

### **Children**

**Approximate Number Of Children:** 10? Children of the company owners - possibly 6.

**General Age Range:** 7-17 age range

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD? Surf will probably need to get me this or to you that day.

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** - 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 Private Events Guide!](#)**

### **Departure And Load-Out**

**We must be packed up and out of the venue by 10:30 pm**

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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 tipping allowed
- No alcohol
- No sound ordinances
- No shuttle
- No media sharing of any kind

### **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](#)