

# **Around The World: A night of Celebration and Gratitude Corporate Event**

## **General Information**

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### **Performers**

- Maddy Ludwig - madelyn.ludwig@gmail.com - 8475293696 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)
- Kenny Harlow - kenny@inn-entertainment.com - 9492355941 (Instrument not found)

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

- Maddy Ludwig has the following food allergies: Gluten

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

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

### **Location**

Richmond Main Street Station  
1500 E Main St  
Richmond, Virginia 23219-3634

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

Meredith Jefferies  
(804) 762-2276  
external.meredith.jefferies@allianz.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 04:30 pm

**Please Note:** Parking/Unloading: As you exit the highway - **\*\*EXIT 74B\*\*** coming from 95 South - you'll head down the ramp, and at the light immediately take a left onto E. Franklin Street. Use the entrance at 15th and Franklin. Turn right and drive towards the front of the building, stopping at the curb by the double doors - this is where you will load in. They should be unlocked for you. The venue asks that you do not pull onto the sidewalk but can pull up alongside the sidewalk to unload. get close to the door by the mocktail bar where you're gonna set up.

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

700

### **Contacts**

**Venue Manager:**  
Crystal Lowery

(804) 401-6086

Crystal.Lowery@rva.gov  
<https://mainstreetstationrichmond.com/>

**Catering Lead**

Kaylyn Howard  
(804) 347-4328  
[khoward@groovinggourmets.com](mailto:khoward@groovinggourmets.com)

**Upgrades**

- Mini-shells
- Additional Musicians

**Files**

- [EOY-24-Allianz-Floorplan.pdf](#)



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## General Timeline

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### Itinerary

| Time Frame | Activity                               | Notes   |
|------------|--|---|
| 5:30       | Full Sound Check with Event Planner    | Would like to check sound, full test, make sure volume is correct   |
| 6:15       | Doors Open                             | Guests will begin trickling in (Conversational Music in Background) |
| 6:30-7:30  | Hors D'oeuvres and Cocktails/Mocktails | Conversational Music in Background                                  |
| 7:30-9:00  | Dueling Pianos                         | This is our planned time for FULL show!                             |
| 9:00-10:00 | DJ/Dance Music                         | Party Music, lots of pop songs, appeal to a variety                 |
| 9:30       | Last call for Alcohol, open until 10   |   |
| 10:30      | They don't have to go home             | But they can't stay here!   |

### Dinner Seating

There's buffets all around the event, performers are welcome to make themselves a plate OR if they were prefer we can have our caterers make them a meal ahead of time that's prepackaged. Not a big deal, just need to know in advance.

### Announcements

Company pronounced: Alliance (Ollie-ahnce)

Some general housekeeping issues:

These don't need to take up any time, just in case people ask. And the occasional announcement.

Everyone should have a safe and sober ride- we have uber codes available (QR codes at the event).

We have a mocktail lounge where guests can enjoy specialty non-alcoholic drinks if they have decided not to drink at the event.

If people run out of their provided drink tickets they can purchase additional tickets (at tables at the event).

### Explicit Lyrics:

People are adults (there's no one under 21 at this event), we'd like to avoid explicit lyrics, especially earlier in the night but they will happen and towards the end of the night that's FINE. I'd say avoiding truly vulgar songs is best practice.

### Must Play Songs:

No Specific Songs, But Travel Themed - *by Think, Joy to the World, Africa by Toto, Leaving on a Jet Plane... (Your choice)*

**Tippling:**

Yes

**Alcohol/Bar**

**Type:** Combination/Other

**Details:** Each guest received 2 drink tickets (no needed for soda or mocktails). They can purchase more tickets if desired using cash or card.

**VIP Branding Wrap**

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

**Additional Information:** This group is generally a very inclusive group with lots of people from a variety of backgrounds. Certainly, like any varied population we have people who may be gay, straight, cis, trans. We just like to be sensitive of everyone being different and using as inclusive language as possible.

the extra musician is apparently an av package.



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## Miscellaneous Information

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

While there may be, we've decided best practice will be to let you all do the entertaining!

### **Wireless**

**Details:** There is no name/password. You may have to create a hotspot.

### **Other**

**Performer's Attire** - Formal (Women: formal gown. Men: suit with a tie.)

**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 01:00 am**

**Additional Information:** This is a travel themed party- we're a travel insurance provider and I think we can have FUN with some travel themed songs thrown into the mix. Most of these are songs I would expect to get played anyways, but I think if the comments are made as the song comes on/is played that helps us tie in our theme.

Also, this party has focused HUGELY on sustainability. We've used mostly local vendors (you guys being one exception, sort of). Lots of the decor is borrowed or rented so maybe some humorous reminders to not steal anything....

they have request slips for you themed for the event.

they have a banner for the shells.

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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 children
- No sound ordinances
- No wireless access
- 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](#)