# Hexaware Awards Ceremony Corporate Event General Information

### **Performers**

• Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

## **Entire Event Day Time Frame**

11/13/2024 - 06:30 pm - 08:30 pm EST

### Location

Hyatt Regency Dulles 2300 Dulles Corner Blvd Herndon, Virginia 20171-3400

## **Contact Person(s)**

Natalia Soto (202) 440-2060 natalias@hexaware.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: Through the loading dock, get with Millie from the venue

# **Expected number of guests:**

150

### **Contacts**

### **Venue Manager:**

Millie Ruiz

(703) 793-6887 miluska.ruiz@hyatt.com

### **Project Director - Hexaware**

Abinan (Abi) Kularlal (134) 772-0314 abinank@hexaware.com

### **Files**

• IMG\_3112.PNG

# Hexaware Awards Ceremony Corporate Event General Timeline

# **Itinerary**

Time Frame	Activity	Notes
4:30 PM	Load In	
6:30 PM	Event Start	No Duties
6:45 PM	Piano Show: Set 1	See Updated Timeline on day of
9:00 PM	Event End	

# **Dinner Seating**

# **Explicit Lyrics:**

PG Show, replacement words or sound

# **Tipping:**

No

## Alcohol/Bar

Type: Combination/Other Details: Drink Tickets

# Hexaware Awards Ceremony Corporate Event Miscellaneous Information

### **Wireless**

**Details:** 

Please Provide The Name Of The Connection And Password

**Wireless Name** 

**Password** 

TBD - ask venue

TBD - ask venue

### 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 10:00 pm

# Hexaware Awards Ceremony Corporate Event 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 special announcements
- No genres/tunes to avoid
- 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 CFO

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