

FullCount Holiday Party 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

12/17/2024 - 05:30 pm - 10:30 pm CST

Location

Rollins Mansion
2801 Fleur Dr
Des Moines, Iowa 50321-1703

Contact Person(s)

Andy Henry
(641) 431-1343
henrya@fullcount.net

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

Expected number of guests:

62

Contacts

Venue Manager:

Jacky DeBoer

(515) 505-2000
jacqueline@rollinsmansion.com
<https://www.rollinsmansion.com/>

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General Timeline

Itinerary

Time	Frame Activity	Notes
5:30	Cocktail hour / hors d'oeuvres	Hosted in the upper level of the building. We will be including smaller events in a scavenger hunt for relics around the building and a mixology course during this time.
6:30	Plated Dinner	Hosted in the lower floor of the venue, where I'm envisioing the piano's will be setup, unless they're mobile and able to be both upstairs and downstairs.
7:00	Manager company presentations/speeches/raffle	This will coincide with the latter half of dinner- Use F&F Mic
7:30	Duelling Pianos	Make annoucement at beginning of show
9:30	Show Ends	

Dinner Seating

Any available table during the evening after guests have been seated. These are plated meals so you'll need to let us know your choice between steak or chicken selections plus any allergies. Feel free to coordinate this with the vendor as well.

Dinner Service- Plated

First Course

Bread and Butter

Red Wine Poached Pear Salad

with baby arugula, herb goat cheese, toasted pistachio, pomegranate arls and dried cherries

Main Entree

Berkwood Farms Bacon-Wrapped Tenderloin Medallions

with Chestnut Fig Sauce

Stuffed French Chicken

with Prosciutto, Spinach and Ricotta with a Roast Tomato White Wine Au Jus

Sides

Crispy Herb Roast Marble Potatoes

Brown Sugar Glazed Rainbow Carrots and Parsnips

Announcements

Transportation disclaimer - Something like.. "Please make sure to travel safely and responsibly. You are allowed to expense the cost of a rideshare to/from the event and will be solely responsible for your own well-being"

Explicit Lyrics:

Corporate friendly. A little cursing is fine, we're adults, but nothing racey or too explicit.

Songs To Avoid:

All of the above suggestions should likely be avoided. We do not anticipate much of a dancing or singalong crowd as this is a corporate event in the IT world. I'd like to set the expectations for a vibe of ambiance + song requests + entertainment. I

could be mistaken and please feel free to react accordingly, but I do not expect too much involvement from our team.

Must Play Songs:

Let It Go - by *Frozen Soundtrack (Live)*

Tipping:

Yes

Alcohol/Bar

Type: Open



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Miscellaneous Information

People To Include In Show

None that I can think of. However.. I did request Let It Go - Frozen specifically for one team member (Ian Heisdorffer) who once sang this karaoke style on company trip to the Caribbean many years ago. A shout out to him is welcome.

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

TBD - Vendor provided day-of

Password

TBD - Vendor provided day-of

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 10:30 pm

Additional Information: You are welcome to dress in any option other than casual. We are advertising business casual for our team members but the venue is holiday themed. We'll see some in suites, most in dressy casual. If you want to go holiday themed and dress to the season, feel free to wear Christmas clothes as well, whatever floats the boat!

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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
- Below is the order of contact to follow:

The "No" List

- No special load-in instructions
- No children
- No sound ordinances
- No shuttle

Emergency Contacts

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](#)