

Merit Management Holiday Party Corporate Event

General Information

Performers

- Aaron Lotzow - alotzow@gmail.com - 319-850-8771 (Piano)
- Whitney Maxwell - whitneymaxwell5@gmail.com - 5153603542 (Piano)

Entire Event Day Time Frame

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

Location

Glen Oaks Country Club
1401 Glen Oaks Dr.
West Des Moines, Iowa 50266

Contact Person(s)

Kellie Ulrich
(515) 865-3703
kellie@meritmgt.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

Expected number of guests:

150

Contacts

Venue Manager:

Sheryl Bennett

(515) 850-1980
sbennett@glenoaksc.com

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General Timeline

Itinerary

Time Frame	Activity	Notes
5:30-6:30 p.m.	Cocktail hour	Would love an announcement reminder about drawings, drinks and dueling pianos. DJ background music. A few holiday songs but not all.
6:30 - 7:10 p.m.	Dinner Buffet	Please release tables by company name (will give list in order at event)
7:10 p.m.	Dessert	Introduce Ryan and Mike and they will do a video and short program
7:40 p.m.	Champagne Toast	Ryan and Mike will run
7:45 p.m.	First Dueling Piano song	Very celebratory and fun song to kick-off portion of the night, followed by a few drawings
8:00 - 10:00 p.m.	Dueling Pianos with breaks for drawings	We will have tickets for prizes and would love for you to stop and read them off throughout the evening
9:50	They do a grand raffle drawing	After, finish with epic song like Piano Man or Dont Stop Believing

Dinner Seating

Performers are welcome to eat at anytime throughout the evening.

Announcements

We would love for you to emcee/keep the flow going. In addition, we will be doing drawings for items including TVs, trips, etc. that we would like you to draw and call out through the night.

Explicit Lyrics:

Probably keep it clean and just bleep over any explicit lyrics

Songs To Avoid:

Please avoid hokey pokey and chicken dance.

Tipping:

Yes

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

No

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD

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 - 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 11:30 pm

Additional Information: remind people to uber. charges are covered by company.

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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 special load-in instructions
- No must-play songs
- 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](#)