

IT Holiday Party/ Farm Bureau Corporate Event

General Information

Performers

- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)
- Whitney Maxwell - whitneymaxwell5@gmail.com - 5153603542 (Piano)

Entire Event Day Time Frame

12/12/2024 - 12:30 pm - 04:30 pm CST

Location

Sheraton West Des Moines
1800 50th St
West Des Moines, Iowa 50266-1063

Contact Person(s)

Cait Horrigan
(515) 225-5400
cait.horrigan@fbfs.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 10:30 am

Expected number of guests:

150

Contacts

Venue Manager:

DeLaine Burken

(515) 457-2102

DELAINE.BURKEN@ATRIUMHOSPITALITY.COM

https://www.marriott.com/search/submitSearch.mi?pageType=advanced&searchType=NearAddress&destinationAddress.location=Sheraton+West+Des+Moines+Hotel&nst=paid&cid=PAI_GLB0004YXD_GLE000BIM5_GLF000OETA&ppc=ppc&pId=ustbppc&gad_source=1&gclid=CjwKCAiA6t-6BhA3EiwAltRFGJ6mdfvOl5nxvLUeYw4Qh7eOfzupbtt7Ca5rRuTcXGGxA0M0S7d9OBoCL_AQAvD_BwE&gclidsrc=aw.ds

Upgrades

- Mini-shells

IT Holiday Party/ Farm Bureau Corporate Event

General Timeline

Itinerary

Time Frame	Activity	Notes
12:30-2:30pm	Cocktails + appetizers	Ongoing for the duration of the event/background recorded music
2:30pm-3:00pm	Announcements	Brief slideshow presentation
3:00pm-4:30pm	Dueling Pianos	

Dinner Seating

2:30pm-3:00pm, the food will be available, if they'd like to help themselves at this time (during speeches.)

Explicit Lyrics:

Please do not play any music that is not corporate work place appropriate.

Songs To Avoid:

No Hokey Pokey, Chicken Dance, Line Dances, etc.

Tipping:

No

Alcohol/Bar

Type: Combination/Other

Details: The bar package is open with drink tickets per person. We can provide tickets to the performers.

IT Holiday Party/ Farm Bureau Corporate Event

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 - Other

Dressy casual + festive

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 Corporate Events Guide!](#)

Departure And Load-Out

We must be packed up and out of the venue by 06:00 pm

IT Holiday Party/ Farm Bureau 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 load-in instructions
- No special announcements
- 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. 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](#)