

Altron Automation Holiday Party Corporate Event

General Information

Performers

- Casey Cross - caseyrcross@gmail.com - 4058856529 (Piano)
- Christopher Heroldt - chrisheroldt@gmail.com - 7082034790 (Piano)

Entire Event Day Time Frame

01/25/2025 - 05:00 pm - 11:00 pm EST

Location

CityFlatsHotel
83 Monroe Center St NW
Grand Rapids, Michigan 49503-2908

Contact Person(s)

Kaitie Charon
(616) 662-7740
kaitie.charon@altronautomation.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 03:00 pm

Expected number of guests:

100

Contacts

Venue Manager:

Andrea Catalano

(616) 608-1727
andrea.catalano@cityflatshotel.com
<https://cityflatshotel.com/>

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General Timeline

Itinerary

Time Frame	Activity	Notes
5pm - 6pm	Bar opens; Hors d'Oeuvres passed	
6pm	Guests Sit for Dinner, Spike does welcome speech	
6:10pm	Salads served / Bar Closes for Diner	
6:30pm	Dinner served after salad is cleared	
6:45pm	Desser station opens after dinner cleared	
7:00pm	Ron speech & service awards	
7:45pm	Bar reopens; Dueling Pianos start!	Duel until 10:15, then DJ
10:30pm	Bar closes	
11:00pm	Event ends	
11pm - 12am	Cleanup / everything cleared from room by 12am	

Dinner Seating

The performers will have designated seats at a table near their equipment so they can eat their dinner with everyone else at our event.

Explicit Lyrics:

No F words, no vulgar lyrics. Use best judgement, if ever you are unsure if a song should be played check with Kaitie or Stephanie, and they will say yes or no.

Tipping:

Yes

Alcohol/Bar

Type: Open

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Miscellaneous Information

People To Include In Show

Not anyone I can think of, but if someone seems like they would enjoy that (just by feeling out the crowd), feel free to ask people if they would like to participate!

Sound Ordinance

Last song must end at **11:00 pm**

Wireless

Details:

Please Provide The Name Of The Connection And Password

	Wireless Name	Password
CityFlats	cityflats1	

Other

Performer's Attire - Cocktail (Women: an above-the-knee hem is appropriate, or an evening pantsuit. Men: suit, tie optional.)

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 12:00 am

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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 special announcements
- No genres/tunes to avoid
- No must-play songs
- No children
- 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](#)