

# Sales Awards Celebration Corporate Event

## General Information

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### **Performers**

- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)
- Robert Deason - RobertDeason03@gmail.com - 18472040912 (Piano)

### **Entire Event Day Time Frame**

01/31/2025 - 06:00 pm - 10:00 pm CST

### **Location**

The Drake Hotel Oakbrook  
2301 York Rd  
Oak Brook, Illinois 60523-2332

### **Contact Person(s)**

Marjorie Portogallo  
(847) 494-4131  
marjorie.portogallo@usfoods.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

**Please Note:** When you arrive, please go to the Grand Ballroom to meet the banquet manager that will be in charge that evening before they unload. The Banquet manager will direct them to the correct load in door. There is a door to the north of the main entrance that goes to the lobby of the Grand Ballroom for ease of load in.

### **Expected number of guests:**

250

### **Contacts**

#### **Photographer:**

Gabriella Melchiorre  
Gabriella Francesca Design & Photography LLC.  
(630) 254-7173  
gabriellafrancesca.dp@gmail.com  
<https://www.gabriella-francesca.com/>

#### **Venue Manager:**

Sara Deacy  
  
(630) 517-2189  
sdeacy@firsthospitality.com  
<http://www.thedrakeoakbrook.com>

## **Files**

- [2024-Awards-Schedule.xlsx-House-Keeping.pdf](#)
- [2024-Awards-Schedule.xlsx-Schedule.pdf](#)
- [Grand-Ballroom-274.PNG](#)



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## General Timeline

### **Itinerary**

Time Frame	Activity	Notes
6:50-7:03	Piano playing of pop songs	
7:05	House-keeping message	
7:15-7:37	Announce the person presenting the specific awards	Play walk up songs that we specify for presenters
7:40	Announce Raffle, prizes 1-5	
7:45-8:29	Play piano by requests	
8:30-8:46	Announce the person presenting the specific awards	Play walk up songs that we specify for presenters
8:49	Announce Raffle, prizes 6-11	
8:54-9:24	Play piano by requests	
9:25-9:37	Announce the person presenting the specific awards	Play walk up songs that we specify for presenters
9:42-10PM	Play piano	Give House Keeping message at 9:58

### **Dinner Seating**

The players can eat at 6:00 pm. The players will start piano music at 6:50 in the main Ballroom.

### **Announcements**

Piano team will do all welcomes of presenters presenting awards, raffle prizes, and housekeeping announcements. I will provide an Excel Spreadsheet for details.

### **Explicit Lyrics:**

We would want clean versions of songs to be used.

### **Songs To Avoid:**

Avoid all those hokey songs.

### **Must Play Songs:**

Pop Music From The 80's To Today - by ()

**Tipping:**

Yes

**Alcohol/Bar**

**Type:** Combination/Other

**Details:** People receive and use drink tickets. Once drink tickets are used, it will be a cash bar at the owner's expense.



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## Miscellaneous Information

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### **People To Include In Show**

Just the presenters

### **Wireless**

#### **Details:**

**Please Provide The Name Of The Connection And Password**

**Wireless Name**

**Password**

TBD

TBD

### **Other**

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

#### **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 11:00 pm

# Sales Awards Celebration Corporate Event

## Gear Check And No-List

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### **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 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](#)