

# Annual Company outing Corporate Event

## General Information

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### **Performers**

- Hysien Govan - Hysaang@gmail.com - 3177665993 (Piano)
- Jake Ashley - jake@felixandfingers.com - 7034637586 (Piano)

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

03/01/2025 - 05:00 pm - 10:00 pm CST

### **Location**

Hilton Garden Inn Iowa City Downtown University  
328 S Clinton St  
Iowa City, Iowa 52240-4025

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

Jennifer Barklow  
(815) 369-4529  
jbarklow@stephensonfs.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:**

135

### **Contacts**

#### **Venue Manager:**

Paul Richey

(319) 519-0600

prichey@kineth.com

<https://www.hilton.com/en/hotels/iowdogi-hilton-garden-inn-iowa-city-downtown-university/>

### **Upgrades**

- Mini-shells

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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
5-6	Cocktails	DJ Yacht Rock
6-7	service awards/ video Presentation	They will need our sound system
7-8	Dinner	Dj Yacht Rock
8-10	Dueling Pianos	Can be shorter time frame, couldn't remember how long you play for

### **Dinner Seating**

Will have a buffet, so the players can eat when we do.

### **Explicit Lyrics:**

Our group will be fine with explicit lyrics and you should except requests will be made with those.

### **Tipping:**

Yes

### **Alcohol/Bar**

**Type:** Combination/Other

**Details:** We usually give everyone some drink tickets that company pays for and then after that will be cash bar

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## Miscellaneous Information

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

Yes I think you will get volunteers to come up on stage

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

tbd

### **Other**

**Performer's Attire** - Casual (Blue jeans and a t-shirt would be acceptable.)

**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 11:00 am**

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## 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 special load-in instructions
- No special announcements
- No genres/tunes to avoid
- 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](#)