

UW Department of Psychiatry Holiday Party Private Event

General Information

Performers

- Jake Ashby - jake@felixandfingers.com - 7034637586 (Piano)
- Jennifer Lee Knuth - jleeunplugged@gmail.com - 7082785489 (Piano)

Entire Event Day Time Frame

01/24/2025 - 05:30 pm - 11:00 pm CST

Location

The Tinsmith
828 E Main St
Madison, Wisconsin 53703-2928

Contact Person(s)

Alicia Lorello
(608) 279-0471
lorello@wisc.edu

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:

250 - 300 (open house, not everyone will be there at the same time)

Contacts

Venue Manager:

Emily Volland

(608) 501-2636
emily@thetinsmith.com
<https://www.thetinsmith.com/>

Upgrades

- Mini-shells

Files

- [1.24.25-UW-Psychiatry-Diagram-2.pdf](#)



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General Timeline

Itinerary

Time Frame	Activity	Notes
5:00 - 6:00	Hors D'Oeuvres / DJed Music (Sinatra + Crooner vibes)	At the start of the party, Hors D'Oeuvres will be out in the cocktail area, and cleaned up when the dinner buffet closes.
6:00 - 8:00	Dinner Buffet Open	There is not a formal "dinner" where everyone goes through the buffet line and sits to eat at the same time.
8:00 - 8:30	Raffle Drawing and Speeches	We are raffling three gift baskets, and Dr. Kalin, the Chair of our Department will give a brief speech thanking everyone for coming out
8:30 - 11:00	Dueling Pianos	

Dinner Seating

Performers are welcome to go through the buffet line at anytime before their performance starts. There is not a seating chart, so they are welcome to sit among the other guests during dinner.

Ian's pizza will arrive at 10:15, so we will be sure to set aside a few slices for them to munch on after they're done playing.

Announcements

Will need to discuss this with the other members of the party planning committee, but here is what I am thinking:

6:00 - Announce the dinner buffet is opening

7:45 - Announce the dinner buffet is closing in 15 minutes and remind everyone to put their tickets in the raffle drawing before the drawing

10:45 - Announce last call for the bar

Explicit Lyrics:

There will be no children, so we don't have to worry about the show being family friendly. That being said, this is a work function, so we would appreciate it if the players could avoid singing...THE word, the big one, the queen-mother of dirty words, the "F-dash-dash-dash" word!

Tipping:

Yes, for charity

NAMI (National Alliance on Mental Illness) no need to push, just if any tips come in

Alcohol/Bar

Type: Combination/Other

Details: 6:00 - 9:00 - Open Bar (excluding top shelf spirits)

9:00 - 10:45 - Cash Bar (we've pre-paid for batch cocktails, so these will be available free of charge, until they run out)

bar tenders have been instructed not to serve shots

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Miscellaneous Information

People To Include In Show

Maybe...We are thinking it would be fun to include Dr. Kalin, the Department Chair, but we would like to know more about what being part of the show would entail.

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 - 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 Private Events Guide!](#)

Departure And Load-Out

We must be packed up and out of the venue by 11:59 pm

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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 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](#)