

# Palos Hospital Medical Staff Gala Corporate Event

## General Information

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### **Performers**

- Michael Sherman - msherman@felixandfingers.com - 5135181471 (Piano)
- T. Duncan Parker - duncan@felixandfingers.com - 2174945079 (Piano)

### **IMPORTANT: Food Allergy Information**

- T. Duncan Parker has the following food allergies: Seafood, Mushrooms, nuts, apples

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

02/07/2025 - 06:00 pm - 12:00 am CST

### **Location**

Butterfield Country Club  
2800 Midwest Rd  
Oak Brook, Illinois 60523

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

Kate Chahmirzadi  
(630) 336-2502  
katherine.chahmirzadi@nm.org

### **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 04:00 pm

**Please Note:** MUST unload and load through back entrance only, no exceptions. Please move your vehicle to a location at the back of the lot when finished.

There will a double gray door, all the way to the right next to a shed that will lead you to a hallway to the ballroom.

If you should have any questions, please call 630.323.1000.

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

150

### **Contacts**

#### **Venue Manager:**

Rachelle Voskuil

(630) 323-1000  
rachelle@butterfieldcc.org  
<https://www.butterfieldcc.org/>

## **Files**

- [FLOORPLAN-BALLROOM-v2.pdf](#)



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## General Timeline

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### Itinerary

| Time Frame                 | Activity       | Notes                           |
|----------------------------|----------------|---------------------------------|
| use emailed<br>run of show |                |                                 |
| 8-1030                     | dueling pianos | play by ear if we should adjust |

### Dinner Seating

Performers can eat from the buffets provided during their chosen break

### Announcements

see run of show

### Explicit Lyrics:

Please use your judgement and read the room

### Tipping:

Yes

### Alcohol/Bar

**Type:** Open

**Additional Information:** Theme for the event is "An Evening in the French Quarter". There will be a strolling magician and a tarot/palm reader.

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## Miscellaneous Information

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

No however the hosts of the evening may want to make a few welcome comments:

Friday 2/7 - Dr. Todd Barrowclift, Vice President and Chief Medical Officer of Palos Hospital

### **Wireless**

#### **Details:**

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

**Wireless Name**

**Password**

TBD

### **Other**

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

**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 01:00 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 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](#)