

# **Richards Building Supply Sales and Manager Meeting Corporate Event General Information**

---

## **Performers**

- Ian Benjamin - ianbenjamin11@gmail.com - 937-671-6960 (Piano)
- John Crampton - johncrampton562@gmail.com - 925-376-7792 (Piano)

## **Entire Event Day Time Frame**

03/10/2025 - 06:00 pm - 09:30 pm EST

## **Location**

Embassy Suites by Hilton Charlotte Concord Golf Resort & Spa  
5400 John Q. Hammons Dr NW  
Concord, North Carolina 28027-3401

## **Contact Person(s)**

Rachel Klimala  
(646) 279-8075  
rklimala@richards-supply.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 04:00 pm

## **Expected number of guests:**

240

# Richards Building Supply Sales and Manager

## Meeting Corporate Event

### General Timeline

---

#### **Itinerary**

Time Frame	Activity	Notes
6 - 6:30	DJ background (grab food)	
6:30 - 9:30	Dueling Pianos	take a break whenever needed. If crowd starts to thin out at 9, we may ask to end early!

#### **Dinner Seating**

It is a buffet so just grab food when you can. If that is going to be a issue let me know.

#### **Explicit Lyrics:**

It will be fine if it is requested. Just too hard core rap or too sexual.

#### **Tipping:**

Yes

#### **Alcohol/Bar**

**Type:** Open

**Additional Information:** Call Rachel (using the number on this form) when you arrive and she will direct you as to where to go and load in for the show!

# Richards Building Supply Sales and Manager

## Meeting Corporate Event

### Miscellaneous Information

---

#### **Wireless**

##### **Details:**

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

**Wireless Name**

**Password**

i will get you this

?

#### **Other**

**Performer's Attire** - Dressy Casual (Women: a degree of polish, such as a blazer or jewellery. Flats or heels are acceptable. Men: chinos, suit pants or designer denims with a button-up or collared shirt; no ties.)

**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 10:30 am**

# Richards Building Supply Sales and Manager

## Meeting Corporate Event

### 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 venue manager
- 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](#)