

Quality Plus Services 30th Anniversary Party!

Corporate Event

General Information

Performers

- Maddy Ludwig - madelyn.ludwig@gmail.com - 8475293696 (Piano)
- Nate Rodriguez - nate@felixandfingers.com - 4079886015 (Piano)

IMPORTANT: Food Allergy Information

- Maddy Ludwig has the following food allergies: Gluten

Entire Event Day Time Frame

05/31/2025 - 05:30 pm - 11:00 pm EST

Location

Upper Shirley Vineyards
600 Shirley Plantation Rd
Charles City, Virginia 23030-2920

Outdoor Accommodations

It's covered porch, but if we have truly bad weather, we'll relocate inside.

Contact Person(s)

Jackie Miller
(804) 690-2286
jackiem1@qpsisbest.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 03:30 pm

Please Note: Load in Through the front, though check with Katie, there may be a ramp

Expected number of guests:

180

Contacts

Venue Manager:

Katie Talley

(804) 920-3414

katie.talley@uppershirley.com



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General Timeline

Itinerary

| Time Frame | Activity | Notes |
|----------------------|--|--|
| 3:30 PM | Load In | |
| 5:30 PM | Event Start Cocktails | (Patio) F&F to Provide DJed BGM: |
| 5:40 PM | Perfomers Eat | |
| 6:15 PM | Dinner Starts | (Inside) F&F To Provide DJed BGM: |
| 6:25 PM - 7:15 PM | Presentations Pins, Awards, Service | (Inside) F&F to Into Have Wireless Ready |
| 7:45 PM | Dueling Pianos Start | (Patio) |
| 10:15 PM | Dueling Pianos End | DJed Late Night Dance Party to Event End |
| 11:00 PM | Event End | |

Dinner Seating

Perfomers eat during cocktail hour, they'll have a vendor space for us to eat in.
AS A REMINDER: Maddy is gluten-free, so please make sure one of the meals is gluten free!

Announcements

Decades Era DJed Music:

((No notes on music provided))

Explicit Lyrics:

normal PG-13 show

Tipping:

No

Alcohol/Bar

Type: Open

Additional Information: PLEASE MAKE A LAST CALL ANNOUNCEMENT AT 9:20 PM

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Miscellaneous Information

Wireless

Details:

Please Provide The Name Of The Connection And Password

Wireless Name

Password

TBD - Ask Katie

TBD - Ask Katie

Other

Performer's Attire - Formal (Women: formal gown. Men: suit with a tie.)

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 Corporate Events Guide!](#)

Departure And Load-Out

Shuttle Details - ANNOUNCE:

Shuttles start running

We will have Shuttles leaving the Omni in downtown Richmond at the following Times:

4:45

5:00

5:15

Shuttles Heading back to Omni:

8:30

9:00

10:00

We must be packed up and out of the venue by 12:00 am

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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 genres/tunes to avoid
- No must-play songs
- No tipping allowed
- No children
- No sound ordinances

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](#)