

# Edward Jones Corporate Event

## General Information

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### **Performers**

- Calvin Gainey - calgain@gmail.com - 936-577-0182 (Piano)
- Karli Mitchell - karli.r.mitchellonline@gmail.com - 8322266080 (Piano)

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

06/14/2025 - 07:30 pm - 11:00 pm CST

### **Location**

The Woodlands Resort  
2301 N Millbend Dr  
The Woodlands, Texas 77380

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

Crystal Dixon  
(512) 757-3681  
crystal.dixon@edwardjones.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 05:30 pm

**Please Note:** Check in with Crystal (POC) if needed when arrive. Event is in a ballroom.

\*Please bring wireless

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

89

### **Upgrades**

- Mini-shells

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## General Timeline

### Itinerary

Time Frame	Activity	Notes
7:30	Entry into dining room	Please DJ Glitz and Glamour appropriate upbeat background music
7:45	Welcome, Prayer, a Toast to Ted	Please hand wireless mic to Crystal for intros
7:50pm	Thank Yous	Please MC Thank You's to teams and team leaders
8pm-10pm	Dueling pianos	Included in this we would like to have them start with our thank yous - Call up Kevin, Alfred, Kevin, Crystal, Paul & Rebecca — main organizers of the event, singing something about them putting together the summer regional meeting with ton of zoom meetings and emails (Kevin is the main boss, the regional leader) Alfred was over coordination of meeting, Rebecca planned Thursday, Paul planned Friday, Crystal planning Saturday... during this ask anyone who was on a panel, facilitated, who made a centerpiece who helped in any way stand up....we can talk more about this,,, this happens right at kick off
9am	Pause for auction	Crystal will read descriptions and pianist will MC calling out numbers and winner
10pm-11pm	Dancing & DJ	might extend to midnight

### Dinner Seating

Dinner will be smash burgers, unless specified or dietary restrictions at 6:30pm before guests enter ballroom.

### Announcements

Crystal will give a description of all the team leaders names and their teams for the 'Thank You' Announcement.

For auction, someone or both pianists will help with calling out the auction.

### Explicit Lyrics:

Don't get vulgar... keep it clean-ish. Radio edits

### Tipping:

No

## **Alcohol/Bar**

**Type:** Open

**Additional Information:** There will be fake money with the key leader faces on it that attendees can use to request songs. Crystal will have a money gun to shoot more out.

They might extend the DJ set til midnight. TBD check with Crystal, who has been notified that a 1am load out time would then have to be confirmed with the venue.



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## Miscellaneous Information

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### Wireless

#### **Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### Other

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

**Performance Expectations** - 5 - Non-stop requests with an 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 12:00 am

FELIX AND FINGERS  
DUELING PIANOS

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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 venue manager
- No genres/tunes to avoid
- No must-play songs
- No tipping allowed
- 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](#)