

# Titan Directors Meeting Corporate Event

## General Information

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### **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**

07/09/2025 - 06:00 pm - 10:00 pm EST

### **Location**

The Alexandrian Old Town Alexandria, Autograph Collection  
480 King St  
Alexandria, Virginia 22314-3102

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

Danielle Kertzman  
(443) 401-2213  
danielle.kertzman@davita.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 03:45 pm

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

90

### **Contacts**

#### **Venue Manager:**

Madison Short

(703) 842-2778  
madison.short@thealexandrian.com

#### **AV Tech**

Malachi Jones  
(240) 608-5716  
malachi@wizerproductions.com

## **Upgrades**

- Mini-shells
- VIP Branding (1 Design)

## **Files**

- [Rosemont-Set-Up.png](#)



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## General Timeline

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### **Itinerary**

Time Frame	Activity	Notes
6:00 - 6:30 pm	Cocktail Reception	DJed music provided by AV company. Primarily outdoors in hotel courtyard (weather permitting) F&F will provide plan B music if inside. Motown/Pop BGM
5:30	Musicians Eat	in Ballroom
6:30 - 7:15 pm	Dinner	AV in charge of dinner music
7:15 - 8:00 pm	Night of Honor	Awards ceremony- AV provides Microphone
8:00 pm - 10:00 pm	Dueling Pianos	Acknowledge award recipients

### **Dinner Seating**

Mean ready at 5:30 in Ballroom  
Maddy has Gluten Intolerance

### **Announcements**

We will transition into dueling pianos immediately following an awards ceremony. It would be great to incorporate a way to acknowledge award recipients:

4 Awards:

1. Cathy Negley (neg-lee) - Service Excellence award
2. Amanda Hensen- Accountability award
3. Wendy Woodgeard- Team Award (one of the core values for the company)
4. Aru (a-roo) Murthy- Beacon Award

### **Explicit Lyrics:**

Generally keep it PG13. Hell, damn, etc. are fine. No f-bombs or other "R rated" language.

### **Tipping:**

No

### **Alcohol/Bar**

Type: Open

### **VIP Branding Wrap**

Players, please find the simple instructions on how to apply the wrap here: <https://youtu.be/OYODK8s37gs>

**Additional Information:** We're super excited to work with you! :)

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## Miscellaneous Information

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

I'm sure there are, but I wouldn't feel comfortable to name them/call them out, Totally welcome to invite people to be part of the show.

\*Thank you to Lauren Coyle, the host for putting on a great meeting.

\*Acknowledge four award recipients:

1. Cathy Negley (neg-lee) - Service Excellence award
2. Amanda Hensen- Accountability award
3. Wendy Woodgeard- Team Award (one of the core values for the company)
4. Aru (a-roo) Murthy- Beacon Award

### **Wireless**

**Details:**

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

**Wireless Name**

**Password**

TBD

TBD

### **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** - 4

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.

Some dueling piano banter and comedy. A stronger 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 11:00 pm**

**Additional Information:** Strong, high energy transition from awards to the dueling piano to keep attendance (play "Man, I Feel like a Woman" for the award recipients)

25th anniversary- a lot of silver and sequins for attire. Not required, but encouraged.

This event is to make everyone feel special, especially the recipients. These folks are overworked and need to have a great time!

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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 special load-in instructions
- 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](#)