

August Employee Engagement Event - for employees

Corporate Event

General Information

Performers

- Katie Cronin - katie@felixandfingers.com - 617-448-7975 (Piano)
- Kyle Brody - kb1530@nyu.edu - 6092175839 (Piano)

Entire Event Day Time Frame

08/20/2025 - 04:30 pm - 06:00 pm EST

Location

Brookhaven At Lexington
1010 Waltham Street
Lexington, Massachusetts 02421

Contact Person(s)

Jamie Ellis
(781) 372-0255
kpratt@brookhavenatlexington.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 02:30 pm

Please Note: Pull up to the performance hall and there is a side door (side of the stage). You can unload onto a ramp on the stage. Those doors are locked from the outside so you will need to be let in. Can call Kim Pratt on her cell at 978-944-1684 when you arrive.

Expected number of guests:

75

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General Timeline

Itinerary

Time Frame	Activity	Notes
4:30 - 6:00pm	Cookie Monstah Dessert Truck	outside performance hall

Dinner Seating

Ideally it would be at 4:30pm or 6pm - we can discuss with performers to order the food for them. They can eat in performance hall lobby or we can provide them a seated space down the hall.

Explicit Lyrics:

If you can do it with keeping the explicit parts out it would be fine.

Songs To Avoid:

This is a work event with staff aged from 15 to 70 years old. We wouldn't want any inappropriate language such as swearing. However, it's an adult crowd so we don't need kid songs. A mix of genres from current to older would be nice for the range of people in attendance.

Tipping:

No

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Miscellaneous Information

People To Include In Show

No

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 - 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 07:00 pm

Additional Information: Staff will be sitting in seats in a performance hall. No one will be dancing. It will be more about the performances. Staff will be coming in and out as some have to work so can only stop by for a little bit.

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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 Mike Potts - (815) 245-3623 (text only)
- Business Cards

The "No" List

- No venue manager
- No special announcements
- No must-play songs
- No tipping allowed
- No alcohol
- 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](#)