

We want your experience with us to be memorable and hassle free. After booking us for your event or party, we want you to be 100% informed of the technical and hospitality requirements needed to insure the performance is issue free so that you and your guests or attendees can relax and enjoy the entertainment. Having all of the specific details arranged ahead of time, also allows us to focus entirely on you and your guests during the event.

### **1-Load-In/Load-Out Schedule**

We will arrive a minimum 90 minutes prior to the time the “doors open” to allow sufficient time to load-in, set-up our equipment, and perform a sound check. Our load-in and set-up time typically takes a minimum 45 minutes but can vary greatly depending on venue logistics, stage requirements, and equipment demands. We will work very closely with our clients and/or venue staff to discuss the load-in procedure far in advance of the scheduled performance. Following load-in and set-up, we require a minimum 15 minutes to perform a thorough sound check and system test. We will attempt to work with the venue staff to ensure our sound check does not interfere with any other event activities. **From our standpoint, load-in and sound check is the most important aspect of any event to ensure a prompt starting time and issue free performance.** Following our performance, we will immediately begin the process of tearing down and load-out of our equipment. We require a minimum 60 minutes from the end of our performance to allow for complete tear down and load-out. We require a secure, safe, and hassle free entrance and exit area to load-in and load-out. If necessary, we require free, uninhibited access to the venue at all times before, during, and following our performance. If necessary, we require access to any freight or equipment elevator at all times before, during, and following our performance.

### **2-Stage, Lighting, and Sound-See Exhibit A**

We are not responsible for providing a stage or risers. We do not require a stage or risers for any event, although at the discretion of our client or as needed for the performance, a stage maybe essential to a successful performance. If a stage or risers are deemed necessary, we require a stage or risers to be a minimum depth of 8ft and a minimum width of 20ft. There are no height requirements, but we do require adequate and safe access to the stage at all times. The stage must be sturdy and in good working condition. The stage must be strong enough to support 2 life-size grand pianos along with our additional equipment. Please consider that we must be able to load and un-load heavy equipment on and off the stage. In addition, due to the nature of our entertainment, we often have people join us on stage during the performance. We request adequate and safe access for guests to access the stage during the performance. This is essential to a successful performance. See **exhibit A** for a diagram of our set-up

If necessary, we will provide lighting for our performance area only, which includes adequate lighting for the stage area and pianos. We are not responsible for providing house or expansive dance floor lighting. If available, we will request the use of house lighting. Upon specific request, we can provide additional lighting. An additional charge will be accessed for additional lighting.

We will be solely responsible for providing our own PA equipment. It is our responsibility to determine adequate sound reinforcement for the specific venue. We will work closely with our

client and venue staff to determine the specific requirements for adequate sound reinforcement depending on the venue. In most cases, our standard PA equipment will be sufficient.

We require a minimum 2 separate standard 110 outlets that must be located within 50 ft of the performance area.

### **3-Backstage Area/Changing Room**

If possible and if the venue allows, we request (1) private room or comparable private area with comfortable seating to accommodate up to (4) people. An adjoining bathroom or shower room with a sink is requested if possible. If the venue is at or near a hotel, we request (1) standard room with enough room to accommodate (4) people before, during, and following the performance. This room or area is meant to be used only to change clothing, prepare, and relax for the performance. We request this room or area to be secure enough to be able to store personal items before, during, and following the performance. If no private room or area is available, **at a minimum**, the venue must have a comfortable, clean restroom (public or private) with a private area to change and prepare for the performance.

### **4-Seating Arrangement-See Exhibit B**

Our show is very interactive and works best when the crowd is engaged and involved. We recommend seating people as close to the pianos as possible, but also allow for a dance floor. For suggested seating diagrams, please see the attached **exhibit B**.

### **5-Parking**

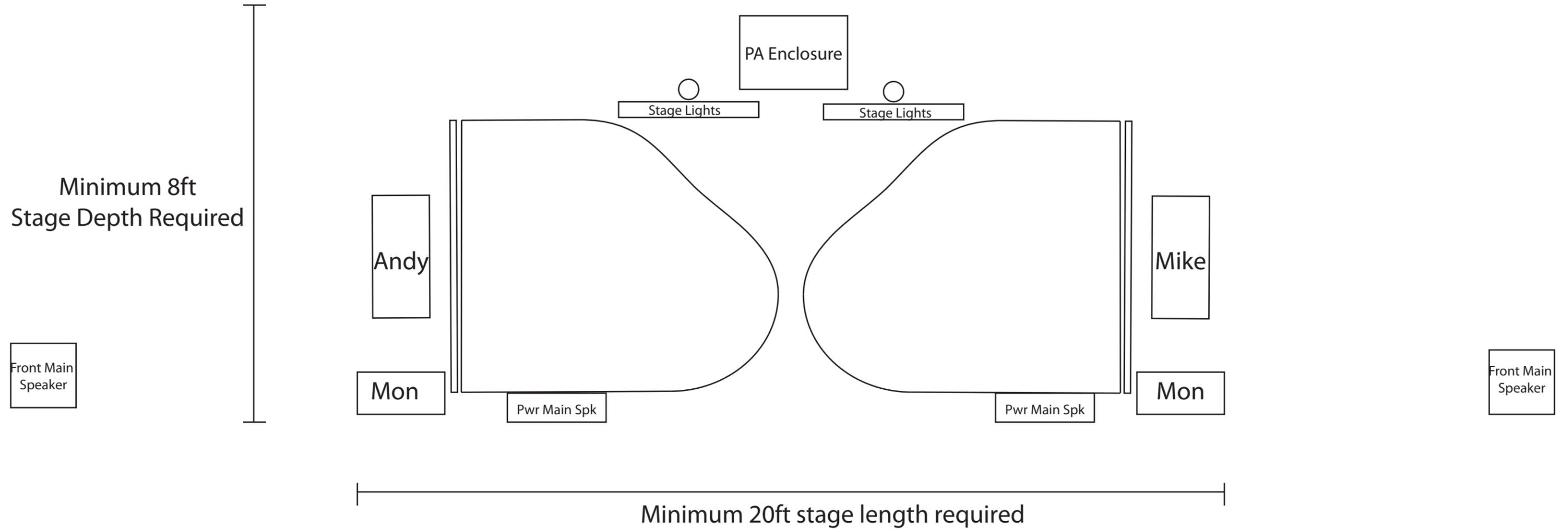
We require free, secure, and well-lit parking for a midsize truck and 12ft attached enclosed utility trailer. In many cases, we will have an additional utility vehicle such as a van to accompany us to shows. We request an assigned parking spot at or very near the venue for each vehicle and access to the vehicles at all times.

### **6-Overnight/Lodging Accommodations**

In many cases, we will require overnight accommodations. This will be decided upon during the initial performance negotiations. Typically, if the event is held 90 minutes or more from Des Moines, IA we require overnight accommodations. Please reserve (2) separate standard hotel rooms or better as close to the event venue as possible. We do not have specific requirements for hotel accommodations, but we request the hotel must be equivalent to a Super 8 or better in quality, cleanliness, and rating. Please provide the reservation details in writing or via email at least 14 days prior to the event. We reserve the right to approve of lodging prior to booking. In some cases, lodging preferences may be specifically suggested by us.

IF ANY ONE OF THESE REQUIREMENTS IS NOT ABLE TO BE MET, PLEASE CONTACT US AS SOON AS POSSIBLE. THANK YOU!

# Stage Layout



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[duelingmusicians@gmail.com](mailto:duelingmusicians@gmail.com)  
515-830-1563

# Ballroom 1



Performance Area

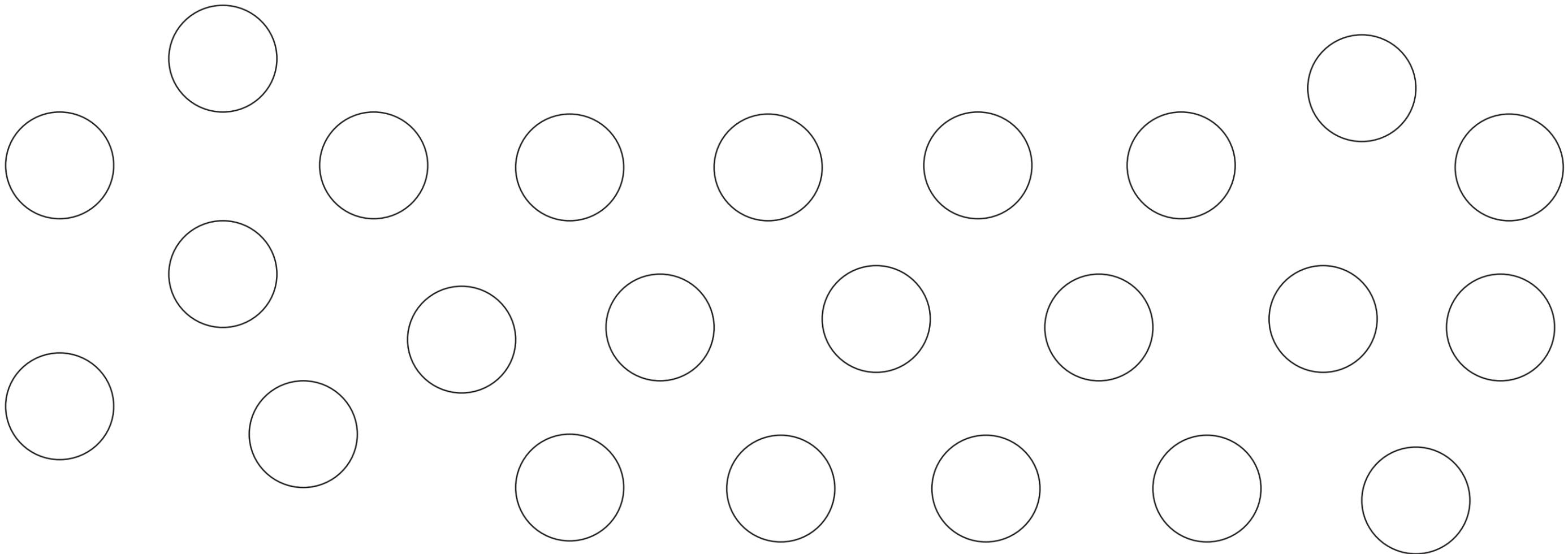


Tables should be situated as close to the performance area as possible. We do not recommend placing tables behind the backs of the performers

# Ballroom 2



Performance Area



Tables should be situated as close to the performance area as possible. We do not recommend placing tables behind the backs of the performers.

