

SOLUTIONS FOR SUCCESSFUL EVENTS



STAGES

Get the perfect stage for your event by asking these 5 questions:

- ① What size should it be?
- ② How high?
- ③ What surface will the stage be set up on?
- ④ Are there different stage designs?
- ⑤ How can I dress up & accessorize my stage?

You've worked many hours planning your event; don't make the mistake of choosing the wrong stage. If your stage isn't big enough for your presenters, entertainers or award recipients, or high enough for your audience to see them, your event will not be successful at keeping the focus on who or what is on the stage.

And don't forget that stages are used not only for presenters. You may also need them for audience seating, audio equipment, photographers or maybe even to use as heavy-duty display tables.

There are many things to consider before selecting a stage! Read the following pages and you'll be ahead of the game the next time you need a stage.



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What size?

Determining the correct area of a stage is sometimes more art than science. Stage size depends on:

Activities on stage

The surface area must accommodate any and all activities that will take place on it. Even though speeches may occupy 3 ½ hours out of a 4-hour program with only one speaker appearing at a time, if there is a finale with a large dance ensemble, the stage has to be big enough from the outset to accommodate the dancers. It must be large enough to allow for the activity that will require the most space, no matter how important or how long that activity is in relation to the rest of the staged program.

Its scale and relationship to the room

Your stage must feel right in the room. You don't want your stage to appear too small in a large space... nor do you want an oversized stage in a small space. For example, you may only have one presenter who would ordinarily require the smallest stage, but if your event space is large, to be in proportion with the room you'd need a bigger stage. Or, your room is small but you need a big stage, find a way to minimize the stage overwhelming the room. Use design sense and think about proportion!



What's on and around the stage

Proportion and design sense also apply when there are other things on or around the stage. For example, if you have large projection screens on both sides of the stage, you would want your stage size to fit the scale of both the venue and the screens. And don't forget to account for items you may use on the stage, i.e. chairs, decorations and audiovisual equipment.

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How high?

You may not have thought about it, but if you're planning on having a riser or a stage at your event, its height is very important for the audience's visibility of the people on the stage.

It is also dependent upon many variables: Are your attendees sitting or standing? Are your presenters sitting or standing on the stage? How many people will be on the stage? What do you want your attendees to see?

If your audience is seated, you can use a lower stage than if they are standing. Here is a standard guideline you can follow:

# of Attendees	Stage Height
up to 100	8" to 16"
100-300	16" to 24"
300-500	24" to 32"
500+	36" to 48"



What surface will the stage be set up on?

Where you set up your stage will affect what you will need. Although it is best (and easiest) to set up on flat, even flooring or ground, many times this is not possible. Surfaces that are sloped or uneven may require the stage to be leveled, which means additional materials for legs, braces and railings.

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Are there different stage designs?

Yes! Most people think stages are square or rectangle...and most times they are.

But you do have options. Do you want a round stage? One that zig zags? One that spins and lifts? One that rolls into position? How about a ramp where cars can drive onto the stage?

Take a look at some non-traditional stages:



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How can I dress up & accessorize my stage?

- **Drape for backdrops** help keep the focus on what's on stage, especially in large venues. It's like framing a piece of artwork. And, it's a great way to hide an unsightly or distracting wall that is behind the stage.
- **Custom stage skirting.** Black skirting to finish off the stage is traditional, but there are other ways to dress it up, including custom printed skirts or your logo on the skirting.
- **Flooring.** Do you want your stage carpeted? Vinyl? Have you thought about color of the stage floor?
- **Banners make great stage backdrops.** Use them to display your logo, acknowledge your sponsors, brand your event or to add some visual excitement.
- **Floral pieces and greenery** can liven up your stage. You can even rent plants and return them the next day!
- **Handicap ramps.** Think about if you'll need a handicap ramp - this is one detail you won't want to forget. Also, a handicap ramp may cause you to adjust the layout of whatever you have on the stage.



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Why Event Resources?

- **Creativity.** We respond to your specific wants and needs with customized solutions. No event is too small, no challenge too great.
- **Peace of Mind.** We provide the comfort, lack of worry and a sense of security to your event experience. We anticipate your needs, sweat the small stuff and thread all the pieces together—so you don't have to.
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- **Quality.** We're on-hand 24/7 throughout the duration of a project to manage quality control and to ensure that your event is problem-free.

Event Resources offers comprehensive event management and production solutions that leave lasting impressions. We provide behind-the-scenes logistical and technical support for a wide variety of events.



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From initial creative development to every staging detail and beyond, our services include, but are not limited to:

- Staging
- Lighting
- Video Services
- Sound
- Stage Management
- Tables & Chairs
- Tents
- Event Management
- Pipe and Drape
- Banners
- Temporary Power
- Lecterns

To find out more about Event Resources or about how you can produce outstanding events, please call us at **860-528-1343** or email events@eventresources.com.



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