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

1. What size should it be?
2. How high?
3. On what surface will the stage be set up?
4. Are there different stage designs?
5. How can I dress up and 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 not only used for presenters. They may also need to accommodate audience seating, audio equipment, photographers or even 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.
Stages

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 have one presenter who would ordinarily require a small stage. In a large event space, however, a bigger stage would be needed to be in proportion to the room. 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 a large projection screen on either side of the stage, your stage should fit the scale of both the venue and the screens. Remember to account for items on the stage, i.e. chairs, decorations and audio-visual equipment.
Stages

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.

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:

<table>
<thead>
<tr>
<th># of Attendees</th>
<th>Stage Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 100</td>
<td>8” to 16”</td>
</tr>
<tr>
<td>100 to 300</td>
<td>16” to 24”</td>
</tr>
<tr>
<td>300 to 500</td>
<td>24” to 32”</td>
</tr>
<tr>
<td>500+</td>
<td>36” to 48”</td>
</tr>
</tbody>
</table>

ON WHAT SURFACE WILL THE STAGE BE SET UP?

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.
**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.
Stages

HOW CAN I DRESS UP AND 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 unsightly or distracting walls.

• **Custom stage skirting.** Black skirting to finish off the stage is traditional. However, there are other ways to dress it up, including custom printed skirts with your logo.

• **Flooring.** Do you want your stage carpeted? Vinyl? Have you thought about the color of the stage floor?

• **Banners make great stage backdrops.** Use them to display your logo, acknowledge your sponsors, brand your event or 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. A handicap ramp will also adjust the layout of whatever you have on the stage.
Get some sleep the night before your event. After producing over 11,000 events, we’ve got everything covered. From initial creative development and planning, to every behind-the-scenes staging and sound detail, you will have peace of mind that your event will run smoothly and worry free.

Each event has a dedicated account manager, 24/7 coverage, and an experienced team of staging, video and lighting professionals dedicated to your success.

For a free consultation about your next event, call us at 860-528-1343 or email events@eventresources.com