



Corporate Event Staging Considerations

- Do you have a budget?
- How many people are in the audience?
- How large is the room?
- Are there any obstructions? (Chandeliers, columns, etc.)
- When does the event begin and end?
- Do you need additional stage lighting?
- How high are the event room ceilings?
- How large does your stage need to be?
- Do you have entertainment that has a rider?
- Does your speaker contract allow you to record your talent?
- Do you have a theme you wish to convey?
- Did you book a 24 hour hold on your rooms?
- Do you have a license to play recorded music?
- Are any of the air walls going to be pulled between meetings?
- Exactly what do you want to show on your screens?
- Should we plan on interfacing any of your equipment into our set up?
- Is there a meeting agenda already developed? Can we see it?
- Are you using HD or standard video definition?
- Is your room to be set banquet, classroom, or theater?
- Will there be anything taking place off stage? If so do they need sound support and lighting
- Will you have decor in the room?
- Will you have signs or banners?