



**Staging and other issues checklist - call Shock for further advice 08456 650732**

Stage	Advice/ Notes
Does the venue have a stage?	
Stage height, depth and width	
Steps required? Positioned where?	
Stage skirting	Useful for hiding unsightly wires
Are their power sockets on stage?	
Backdrop required?	
Stage furniture	
Lecterns	
Chairs/ tables/ props	
Flowers and plants	
Displays with logos and graphics	
Risers/ blocks/ flats	
Flipcharts, OHPs onstage	
Extra presentation tools	
Teleprompt (autocue) systems?	
Audience voting systems required	Useful for shareholder meetings, instant results
Hand-outs prepared and copied	
Other issues	
Car parking	
Disabled access	
Announce - turn off mobile phones	
Liability/ insurance	
Stage manager	
Rehearse!	
Your notes	

