ABSTRACT PRODUCTIONS

EVENT PLANNING RESOURCE

STAGING EQUIPMENT CHECKLIST

Decks, truss, risers and safe load-in

Stage builds live and die on details. Tick your requirements below so we can lay out decks, truss and access before load-in day.

STAGE LAYOUT

Size the deck around the show, not the other way around.

- [ ] Stage size and shape (width, depth, thrust or runway)
- [ ] Stage height and any sightline requirements
- [ ] Band risers, drum riser and choir risers
- [ ] Head table, podium and award-presentation space
- [ ] Backstage, quick-change and green room areas
- [ ] Set changes or reveals during the program

ACCESS & SAFETY

Everyone has to get on and off the stage safely.

- [ ] Stairs with handrails at each access point
- [ ] ADA ramp or lift access
- [ ] Guard rails and skirting on all open edges
- [ ] Non-slip surface or stage carpet
- [ ] Cable ramps and taped runs across walkways
- [ ] Fire marshal and venue safety approvals

TRUSS & RIGGING

Everything overhead needs a signed-off plan.

- [ ] Ground-support truss or venue rigging points
- [ ] Motors, chain hoists and rigging plot
- [ ] Point loads and venue weight limits confirmed
- [ ] Header truss for banners, screens or scenic
- [ ] Certified riggers scheduled for load-in and out

LOGISTICS

The schedule that keeps the build on time.

- [ ] Load-in and load-out windows

- [ ] Dock access, door sizes and freight elevator
- [ ] Crew call size and stagehand labor
- [ ] Rehearsal and technical run-through time
- [ ] Strike plan and overnight security if needed

NOTES

START A QUOTE

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