

Staging for College Houses and Park Row

To order a staging set up from Set-Ups and Moves in a college house or Park Row, please see below for requirements:

- **2-week heads up.** To ensure that your stage is set up on time and all departments involved have the availability to do so, please submit your staging request at least 2-weeks in advance. Submit your set-up needs in your Campus Groups event.
- **Include where the furniture should go.** To fit a stage, some furniture will need to be stored elsewhere. In the following document you'll see that it is listed for each space where the furniture should be stored.

Set-up needs example in Campus Groups:

The screenshot shows a web form titled "Faculty/Staff Campus Scheduling Details" with a "DRAFT" status and a "Save As PDF" button. The form is titled "Campus Scheduling Details" and contains a section "Select which option best fits your event location." with four radio button options: "Event at Ladd or Russwurm", "On Campus Event" (which is selected), "Virtual Event", and "Off Campus". Below this is a section "Facilities Set Up Needs (Tables, Chairs, Trash/Recycling Containers, Podium, Custodial Needs, etc.)" with a text area containing "12' x 6\" stage set up in Howell House living room." and "Please store furniture in Dining Room 102." Below the text area is a note: "i.e. Please setup 25 chairs in a circle." and a "Please note" section stating that setup requests must be made a minimum of 2 weeks before the event and that changes must be made at least 14 business days in advance.

Faculty/Staff Campus Scheduling Details Save As PDF

DRAFT

Campus Scheduling Details

Select which option best fits your event location. *

☐ Event at Ladd or Russwurm

☒ On Campus Event

☐ Virtual Event

☐ Off Campus

Facilities Set Up Needs (Tables, Chairs, Trash/Recycling Containers, Podium, Custodial Needs, etc.)

12' x 6" stage set up in Howell House living room.

Please store furniture in Dining Room 102.

i.e. Please setup 25 chairs in a circle.

Please note: any setup requests must be made a minimum of **2 weeks** before the event.
Please be sure to contact the Campus Scheduler (scheduling@bowdoin.edu) for all changes to your reservation at least 14 business days in advance

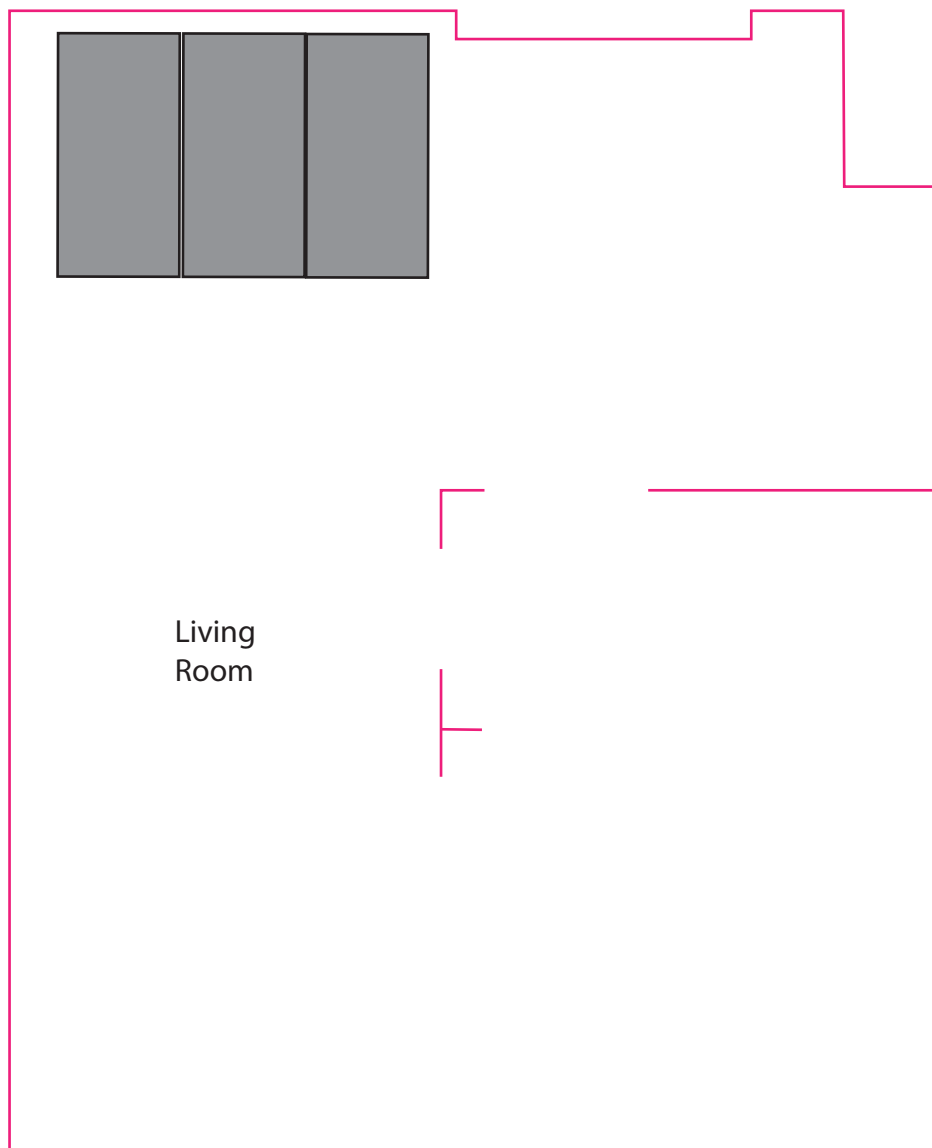
- **Cost.** Set Ups and Moves charges \$200 for each stage installation. Ensure that whoever is creating the event and including the staging set up in Campus Groups is aware of this cost and is okay to have it charged to their cost center.

If you have any further questions regarding staging set ups, please reach out to a Student Activities staff member or Joe Anderson, Director of Campus Services, Events, Summer Programs and Logistics, at janders2@bowdoin.edu.

Helmreich House Stage Layout

Can accommodate a stage up to 12' wide by 8' deep, made up of 6" high black wooden risers

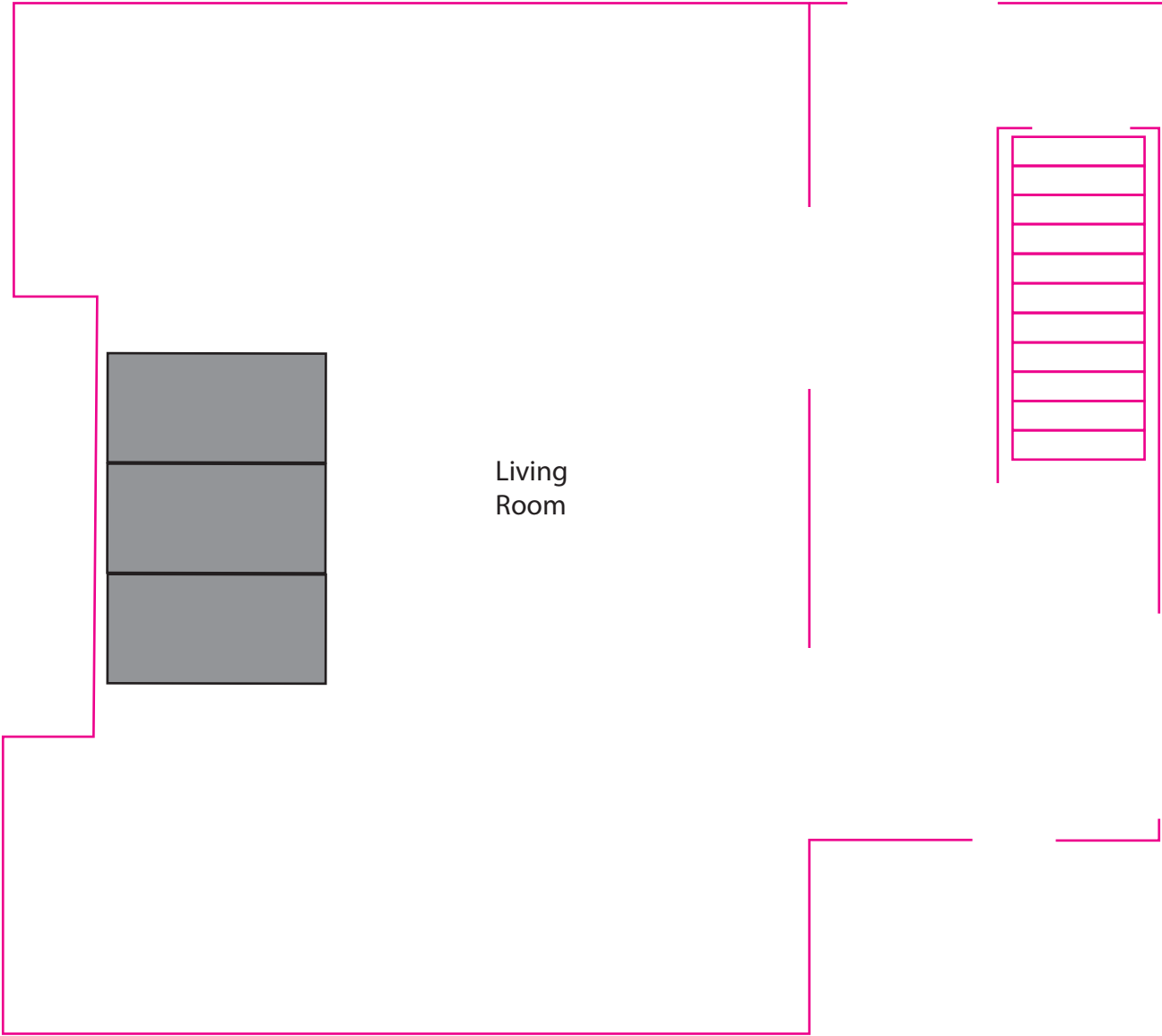
Living room furniture should be stored in Study Room 109



Howell House Stage Layout

Can accommodate a stage up to 12' wide by 8' deep, made up of 6" high black wooden risers

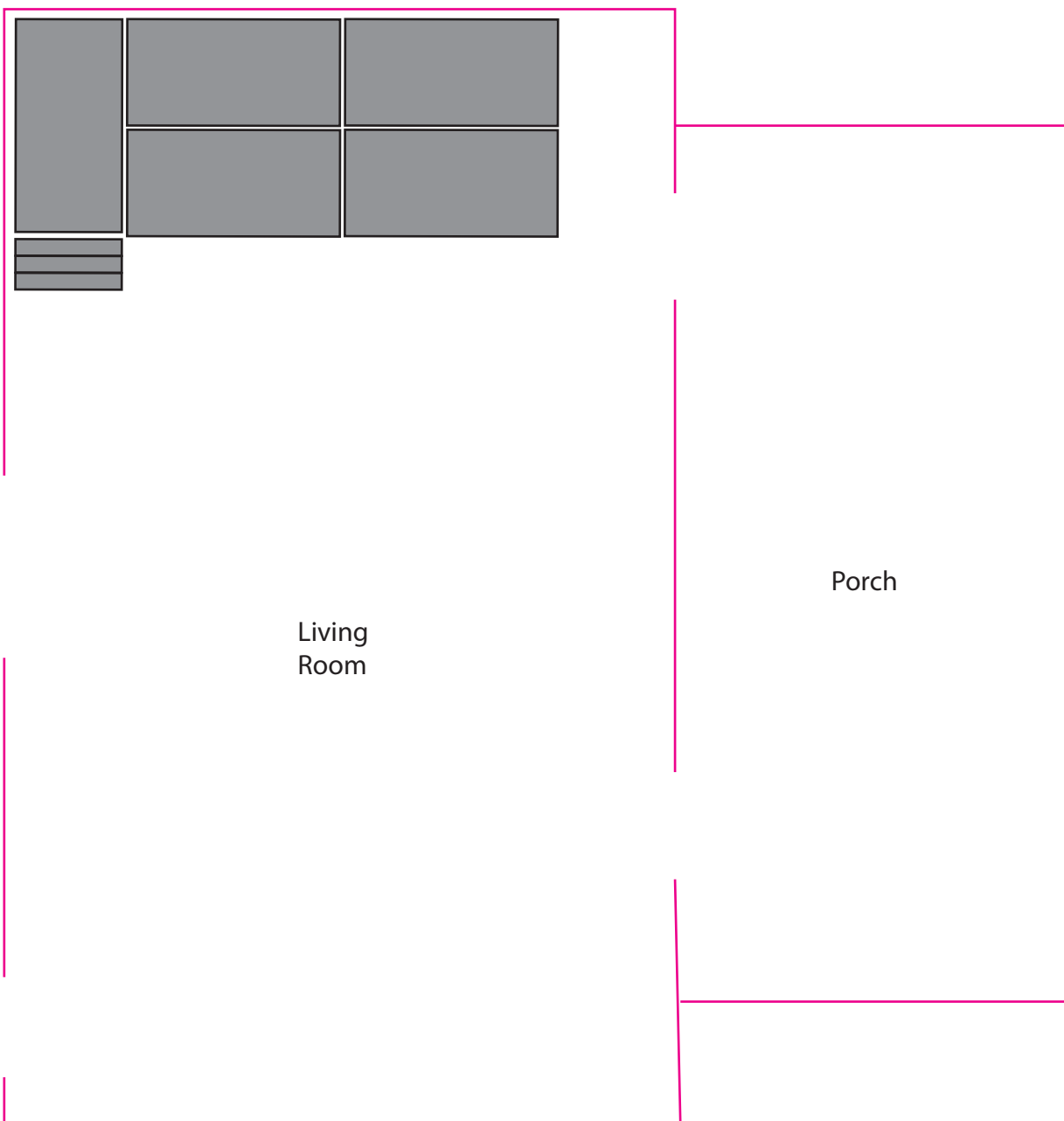
Excess furniture should be stored in Dining Room 102



MacMillan House Stage Layout

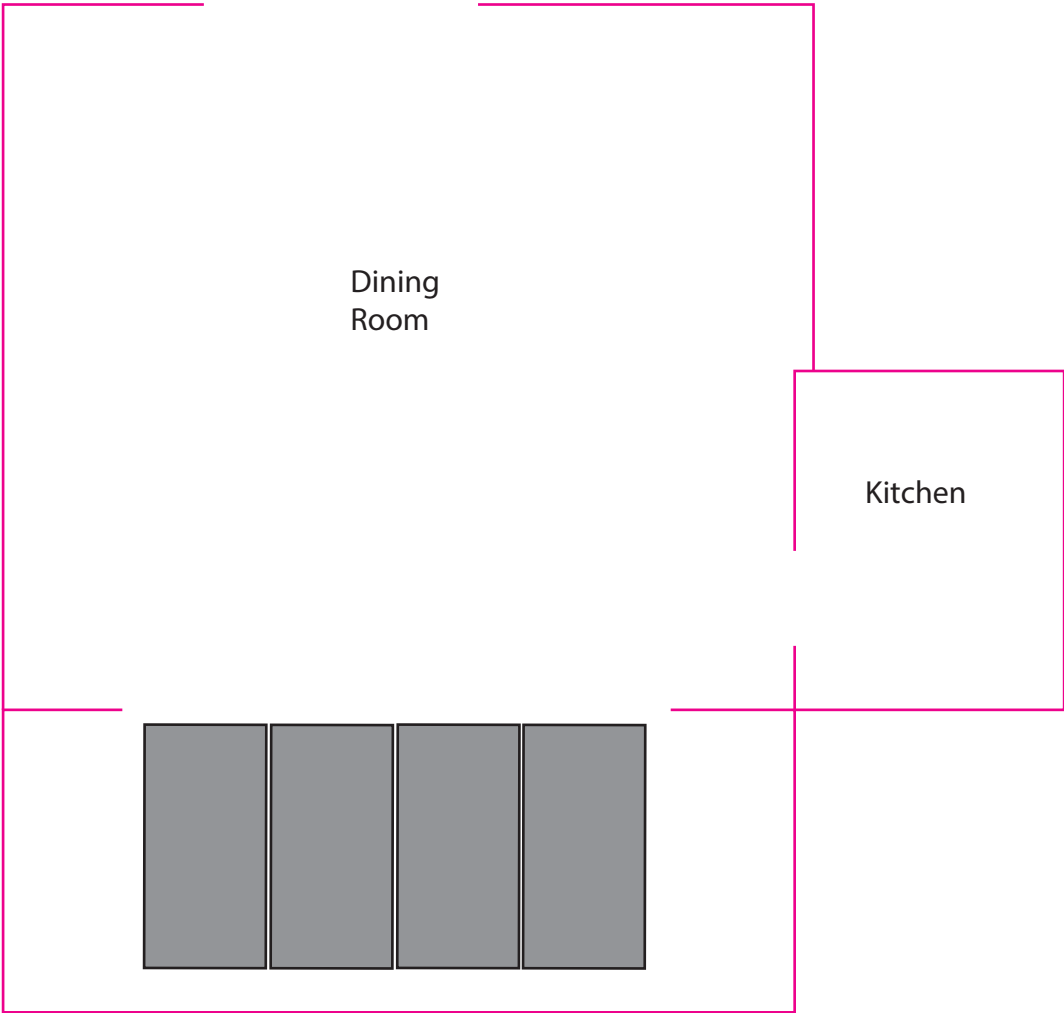
Can accommodate a full size stage up to 20' wide by 8' deep with stairs. Can also accommodate a stage made of 6" high black wooden risers of the same size.

Furniture from the living room should be stored on the porch.



Quinby House Stage Layout

Can accommodate a stage up to 16' wide by 8' deep, made up of 6" high black wooden risers



Park Row Basement - (MacAllen)

Stage Layout

Can accommodate a stage up to 8' wide by 8' deep, made up of 6" high black wooden risers

