

Pre-Set-Up and Clean-Up

Convenors: Amelia Husnik and Marilyn Coert

Before the set-up crew can place the stands the show room has to be emptied of chairs and some tables. Also, the stage needs to be cleaned of all the clutter.

- The very last room on the left side of the hall needs to be prepared to store the chairs and other furniture from the show hall and stage. Move the existing craft tables to one side to make space.
- Prepare the room across from the kitchen, the former tea-room, for storing the reserved paintings. Pull chairs away from the walls so there is room to lean paintings against the wall.
- Put 2 tables in the middle to lay paintings on top of and below on the floor. The chairs can be used for matted works.
- Put out 5 tables in the hall for receiving. These will be used later for wrapping, reception and cash desk (Thursday evening only).
- The overflow of tables and racks with tables from the show area can be placed in the long hall way as close to the rear as possible. Some of the tables stay in the large hall as they are used for the show. For sure we need tables all along the stage in the front of the room. The set-up crew stores the bins underneath these tables, the hangers pick up paintings for hanging from these tables, and they are used for matted works during the show.
- On the stage tables are needed to lay paintings on them during receiving. About 3 tables in the middle of the stage. The walls should be completely cleared to stack large paintings against them.
- After the show all furniture should be put back the same way as it was before the show, so it is best if the same crew does the clean-up.