

**Set-Up and Take-Down, Convenor: Walt Klisht**  
**Wednesday from 4 – 8 pm, Saturday from 4 – 5pm.**

**Set-Up**

Arrange transport of equipment to the church on the Wednesday before the show from storage (around 4pm). In the SUVs 4 panels can be placed, covered by a blanket so that the wooden smaller stands can be placed on top. Leggs should be transported in a separate car (any type).

There is a map of where tables, art-stands and matted works stands are to be placed.

There are 20 art-stands that need to be assembled.

A team of about 15 people is needed, preferably the same people for transporting and putting them together as well as taking them down.

2 helpers can start loosening the silver screws of the legs to be flush with the sides so that the legs can be slid into place. Assemblers will tighten the screws.

After the art stands are put in place the lights can be placed. This is quite a big job as lots of extension cords are needed. Any extension cord on the floor needs to be taped down with duct tape.

Set tables around the room according to the map and cover them with tablecloths. Do not put table stands on them because they can be used to place paintings before hanging.

Store bins and unused equipment neatly underneath the tables in front of the stage.

**Take-Down**

When the paintings have been removed begin to take down the lighting from the stands, keeping all extension cords neatly tied with a twist tie and stored in a bin, all lights in a box. Disassemble the stands, hand tighten the silver screws on the legs before transporting to storage. Load the cars. (4 panels, covered by a blanket, and wooden stands on top of them. Leggs should go in a separate car (any type).

Arrange for the transportation of the equipment back to the storage area.  
Transport and store all equipment in the storage locker. Secure.