

## LAMBETH ART ASSOCIATION

### PRE-SET-UP AND CLEAN-UP JOB DESCRIPTION

#### **Preparation:**

**Lead** to make sure the volunteer sign-up sheet is filled prior to the show.

**Lead** to contact **Set-up** and **Clean-up** volunteers in advance to remind them of their shifts and to let them know what is expected of them.

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 clutter.

**Time:**           **2pm on the Wednesday before the show starts**  
                      **2pm on the Saturday the show ends**

#### **Procedure:**

- The room next to the kitchen needs to be prepared to store the chairs and other furniture from the show room and stage. Move the existing furniture and toys to one side to make space.
- Place 16 large tables against the walls and in front of the stage (**the latter depends on the layout**). The two large racks of these tables can be moved to the hallway; keep them as close to the left wall as possible.
- Place five regular tables in the hallway for receiving. These tables will be used later for wrapping.
- **Reserve Lead** to prepare the stage for reserve work. Move everything away from the back wall so paintings can lean against the wall. Put 3 regular tables on the stage to hold the paintings that are in reserve. Place shorter tables under the taller ones.
- As soon as artwork begins to be stacked, protective cardboard must be inserted between them for protection.
- The overflow of tables and racks with tables from the show area can be placed in the hallway as close to the left wall as possible.
- 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.