

LAMBETH ART ASSOCIATION

SET-UP AND TEAR-DOWN JOB DESCRIPTION

Preparations:

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

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

Volunteers needed (NOTE: It is preferable to have the same Volunteers for transporting and set-up as for tear-down and return.)

- **Loading from Storage Unit:** Driver(s) and three (3) volunteers to load display stands at 2pm on the Wednesday prior to the show (using one of two methods outlined below).
- **Hall set-up:** 15 volunteers are needed at 3pm on Wednesday
- **Tear-Down:** 15 volunteers are needed at 4pm, Saturday for tear-down at the close of show.
- **Delivery to Storage Unit:** Driver(s) and three (3) volunteers to load display stands at 2pm on the Wednesday prior to the show (using one of two methods outlined below).

Lead to coordinate booking of the U-Haul truck. Reserve a 15-foot U-Haul trucks for use on set-up Wednesday and tear-down Saturday to transport display stands and light fixtures.

Lead to pay for truck rental, refueling charges and any other associated costs. Lead to submit receipts to LAA Treasurer for reimbursement.

Lead to coordinate loading and set-up to begin at 2 pm on the Wednesday prior to the show. This includes loading of aluminum/ wood display stands, light fixtures and extension cords from the storage unit. E.T.A. at the church hall is 3pm.

Two options to transport the display stands and light fixtures:

OPTION ONE: rent a 15-foot U-Haul truck

-It's recommended that one volunteer be in the truck box to receive the display panels and stack them vertically against the truck box. Another volunteer should be in the storage unit handing next panels to the volunteer.

-As the panels are stacked in truck, it is recommended that they are tied off to prevent them from falling over as the parked truck may not be level. When all of the aluminum display panels are loaded, the entire load is secured to transport.

-Next, load the aluminum legs by placing them in an upright position in the truck. Legs are tied off and secured in an upright position to prevent them from falling over during transport.

-Next, loading the wood stands in the overhead storage of the truck. Secure them to prevent the load from shifting during transport.

-Finally, load the bundled light fixtures on the floor of the truck along with the extension cord.

OPTION TWO: four personal vehicles

-SUVs can fit four panels. These can be covered by a blanket, and the smaller wooden stands can be placed on top.

-Legs should be transported in a separate car (any type).

Assembly of Display Stands

-Refer to the floor plan to see where display stands, tables and matted work stands are to be placed. (It will be revised in 2026 – see end of document.)

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

- Assembly works best with a dedicated team of three-person.
- Two of the team members can start loosening the silver screws of the legs to be flush with the sides so that the third member can slide the legs into place. Once legs are in place, assemblers will then tighten the screws.
- The three-person team then tips the aluminum stand to an upright position.
- Display stands are positioned in accordance with approved hall layout.
- Use black marker (and a measuring tape) to mark the tops of the stands where the lights are to be attached.
- Lights are positioned and secured. String extension cords to adjacent light fixtures. Any extension cords on the floor need to be placed in a floor cable cover or taped down with duct tape.

Tables

- Set tables up around the room according to the approved floor plan. Do not cover them with tablecloths or put table stands on them at this point, as they will be first used for artwork awaiting hanging.
- Once work is hung, tables can be set out, tables covered with tablecloths.
- Bins and unused equipment to be neatly stored under the tables on the left side of the room.
- Once all stands and tables are in place, Set-up Lead takes 10 minutes to assess and fine-tune the set before any artwork is hung. Are there any congested areas? Are the sight-lines good? Is the view good for visitors walking into the room? Is the set-up safe?
- Reserve needs three tables set up in the middle of the stage.
- Reception needs a long table in front of the south entrance into the church and another smaller table just inside the north entrance, outside the cash room. The tables and chairs are heavy and awkward to take up and down the stairs - help is needed.

NOTE: Hanging volunteers have been asked not to start until they get the okay from the **Set-up Lead**.

Show Tear Down

- Tear-down should not start until 4:10 to allow Members to safely collect and remove their works of art. This 10-minute pause will help reduce the art pickup chaos. NOTE: Members should not remove any work before 4:00.
- Start a list of “Who stores what?” for items that are not kept in the storage locker.
- Have a list of specific jobs that can be done by last-minute volunteers (e.g. take garbage home).
- Once the artwork has been removed from the stands, take down and bundle 10 light fixtures and place on a table. Tie all extension cords neatly with a twist-tie and store them in a bin. Store all bundled lights in a box.
- Disassemble the stands and hand-tighten the silver screws on the legs before transporting to storage unit.

Two options to transport the display stands and light fixture back to storage unit

OPTION ONE: rent a 15-foot U-Haul truck

- It’s recommended that one volunteer be in the truck box receiving display panels and stacking them vertically against the truck box. Another volunteer should be outside handing the next

panels to the truck volunteer. As the panels are stacked in truck, it is recommended that they are tied off to prevent them from falling over (the parked truck may not level). When all of the aluminum display panels are loaded, the entire load is secured for transport. Next, load the aluminum legs by placing them in an upright position in the truck. Legs are tied off and secured in an upright position to prevent them from falling over during transport. Next, load the wood stands in the overhead storage of the truck. Secure them to prevent the load from shifting during transport. Finally, load the bundled light fixtures on the floor of the truck along with the extension cord.

OPTION TWO: Volunteer personal vehicles

-Load the SUVs with 4 panels in each, covered by a blanket, and place wooden stands on top of them. Legs go in a separate car (any type). Transport and store all equipment in the storage locker. Secure the locker.

Layout Changes: (PENDING) to address to congestion, sight-lines, and safety issues

-Show Coordinator to work with Executive to revise layout. Revised layout to be posted in the hall. See suggestions below.

-Consider using one less panel (or use only one side of two panels). IDEA: Church bulletin boards could be covered with “turned” stands that have only one side in use; tables for matted work can still be placed in front of these.

-Consider eliminating the four (4) tables that have, in the past, run across the front of the stage, and replace them with the taller one-sided wooden stands. This would allow the two rows of stands that run down the middle of the room to be moved one-foot closer to the stage thus creating more room at the other end of the auditorium. This extra room would allow the currently off-set stands that rest against the wall to be moved in-line with the center stands thus giving more room to the raffle corner.

-The feet of the racks can be a safety hazard: this is particularly problematic in some areas such as spots where shoppers turn a corner. Place potted plants or similar on select feet to prevent trips. (We don't want an injury or a lawsuit!)

-Limit the number of easels brought into the show. Have two “extra” easels for club use; all others should be those brought in by members to hold their own oversized work.