

# Equipment Setup

Introduction to Tables, Chairs, Drape & More

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## A guide on how to setup furnishings & equipment

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# Table Carts

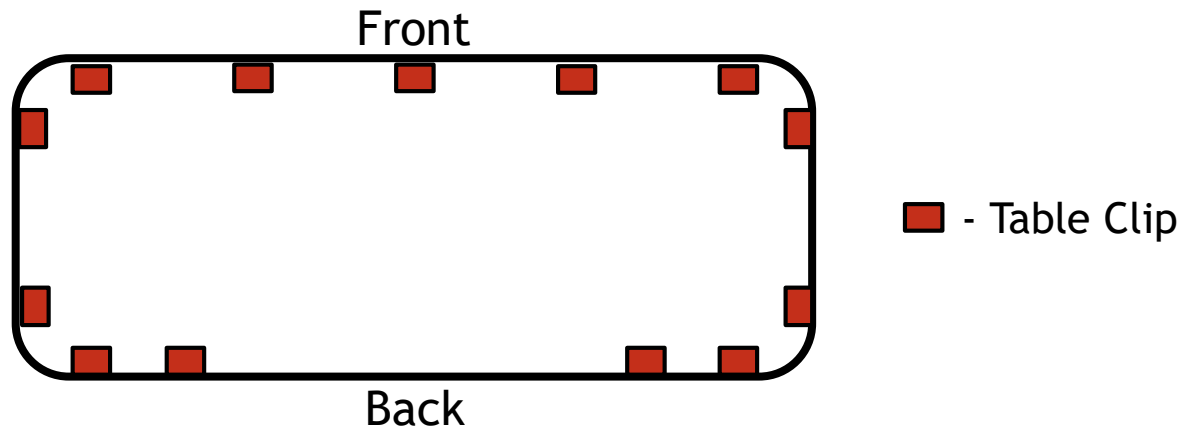
- ▶ Rectangular Tables are stored in 165H Beside the stage in Mustang Lounge
- ▶ The carts fit a maximum of 10 tables
- ▶ When storing or unloading the cart tip the cart up off it's wheels
  - ▶ This helps prevent tires from going flat while stored
- ▶ When moving the carts it is easier to push instead of pull
  - ▶ Be mindful of blind spots and pedestrians when moving carts
- ▶ Items like table skirt and clips can be placed on the handle of the cart
- ▶ If the wheels on the table cart look like they're flat
  - ▶ Check the tire pressure and add air using the bike pump in 165H
  - ▶ Tire pressure should not exceed 30psi
  - ▶ Do not move a loaded table cart with flat tires, it will damage the cart

# Rectangular Tables

- ▶ Tip the cart off it's wheels before removing tables to prevent cart from moving
- ▶ When setting up fold the legs out and slide locking collar into place
- ▶ When striking tables slide the locking collar up and push in on the brace to fold legs
  - ▶ Folding the brace by pulling out will damage the tables
- ▶ When returning tables to storage there is a diagram on the back of the door showing proper location

# Table Skirting

- ▶ Table skirt is stored in 165H with the rectangular tables
- ▶ Skirt should be attached to table using 13 clips (see diagram)
  - ▶ 5 clips across the front, 2 on each side, and 4 on the back
- ▶ When attaching, find the middle of the skirt and start at the front/center of the table
- ▶ Table skirt is to be folded neatly and placed back on hanger for storage



# Round Tables

- ▶ Round tables are stored in 269E on the second floor balcony
- ▶ Before removing tables from the cart put the wheel locks on to prevent cart from moving
- ▶ Tables can be easily rolled into position
- ▶ When setting up make sure the locking ring has been slid into position on both sets of legs
- ▶ When striking slide the locking ring up before attempting to fold legs

# Chair Carts

- ▶ Chairs are stored in both 165H On the ground floor or 269E on the second floor balcony
  - ▶ 5 chair carts are stored in 165H
  - ▶ 8 Chair carts are stored in 269E
  - ▶ There is a diagram and picture on the back of the door in each storage room showing the layout and where to store
- ▶ Each chair cart holds a maximum of 40 chairs
- ▶ When moving carts over bumps or obstacles it is safer to pull instead of push
  - ▶ Pushing or pulling from the top can result in the stack falling over
  - ▶ Lift from the bottom chair while pulling over an obstacle

# Chair Setup

- ▶ When doing larger theatre style setups it is important to maintain aisles and spacing
- ▶ The simplest way of doing this is to set in temporary chairs to mock up an aisle or row
- ▶ Aisles should be a minimum of 3 chairs wide
- ▶ Rows should be placed a minimum of one chair apart
- ▶ It is best to re-check your aisle spacing every 10 rows
- ▶ If there is room to create wider aisles and rows it will create a more comfortable seating experience

# Cable Mats

- ▶ Cable Mats are stored in carts in 165H
- ▶ They are used to reduce the trip hazard of running cables across walkways along with protecting the cable from damage
- ▶ They should be used whenever running a cable across a high traffic area
- ▶ Always place the cable mats in position before running the cable
- ▶ They connect together by lining up the tongue on one end with the groove on the other
  - ▶ You may have to step on the mats to get them to connect
- ▶ The lid on top can be flipped open to place a cable inside
- ▶ When running a cable, start at the wall and leave the slack coiled neatly at the destination

# Rod & Drape

- ▶ Rod & Drape are stored in 165H In the Mustang Lounge
- ▶ The hardware - uprights/cross bars/base plates are stored on carts
- ▶ The drape is stored in labelled tubs on the shelf
  - ▶ It comes in two lengths, 8' and 3'
  - ▶ When putting drape away it should be folded neatly and placed in the proper tub
- ▶ Large bases are used for supporting 8' drape and small ones for 3'
  - ▶ Using small bases for 8' drape presents a risk of tipping over
- ▶ If the spigot/post on baseplate is loose, tighten it before adding an upright
  - ▶ Hold the screw on the bottom in place with your thumb while turning the spigot

# Rod & Drape

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- ▶ When doing larger setups on the ground floor it is faster to wheel the drape hardware carts to the setup location
- ▶ Place the bases first, then uprights, followed by attaching the crossbar to the slots at the top of the upright
  - ▶ Avoid laying uprights or cross bars on the floor as they present a trip hazard
- ▶ Crossbars can be extended up to 10'
  - ▶ Do not extend beyond the second locking position
- ▶ Add drape to the crossbar, the amount will vary depending on length
  - ▶ No extension = 4 panels/1<sup>st</sup> position = 5 panels/2<sup>nd</sup> position = 6 panels
- ▶ Once drape has been added pull the corner over the top of upright and extend so the drape is not laying on the floor

# Stanchions

- ▶ Stanchions are stored on carts located in Activity 2 in the Mustang Lounge
- ▶ They can be used to form lines or separate a seating area
- ▶ Once the barrier has been connected turn the locking wheel on the bottom of rope barrier to keep in place.
- ▶ Do not overload the stanchion carts