

# Shawbury Village Hall

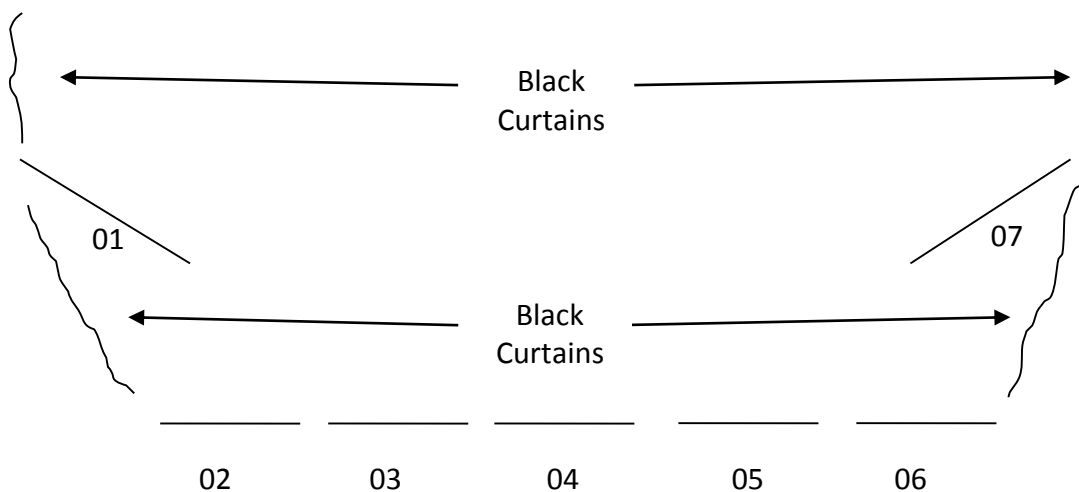
## Stage setup

Tools required:

Stepladder, 7/16" spanners, 11mm spanners, 10mm spanners, (better still use a socket spanner as it can be quicker!) posidrive screwdriver.

Fixing bolts, in a marked box in the stage cupboard.

Scenery panels and black curtains are arranged as shown below:



Panels 02 to 06 are bolted to the stage using the bronze bolts. 2 per panel. Do not over tighten them as the bolt threads will be stripped – as has happened to some already. The bolts are not meant to support the panels completely so hold onto the panels until the Dexion brackets are attached and screwed in place. It is best to start with panel 02 on stage left. Bolt it to the floor then attach the left-hand Dexion bracket to support the panel (see details next paragraph). Next fix 03 to the floor, and bolt the panels together using the silver coach bolts and square or hexagonal nuts. This action also closes the gap between panels. Now attach the next Dexion bracket. Continue to the end of the rear wall.

The Dexion brackets are all labelled as to which panel and which side they are attached. Each bracket has a horizontal white line painted on it labelled *edge*. This line should line up with the top of the scenery panel. These lines ensure the canvas scenery roll brackets in the front are all level. The white line above the edge at the top of the bracket is where the screw should be attached in to the hall's wood stage/curtain rail at the top. Make sure the Dexion is attached to our canvas flat in at least two places.

Before you attach the wing flats make sure the rear black curtain is split into 4 sections with each side of the stage having a curtain in front and behind the wing flat as shown in the diagram above. The wing flats (01 and 07) are not attached directly at the top. Use a metal strip the hold the Dexion at the top to the wood. You cannot screw through the Dexion in to

the wood as the panel is at an angle. The floor bolt at the bottom of each wing panel nearest the centre of the stage does not screw it, it just drops and is designed to be easily removed if you want to rotate the panel (necessary if you use the stage extension to help you attach the canvas rolls as it is a good platform to stand on.)

### **Attaching the canvas rolls**

It is easiest to assemble three of the stage extension units and place them in front of the rear canvas flats (allow a gap for the rolls to be unrolled down to the floor) as you can then have several people stand on the extension and support the canvas rolls during attachment.

The canvas rolls are only attached after the flats and Dexion brackets are fully assembled. For two scenes use the rear wall flats and one canvas roll. For three scenes use the canvas flats and two rolls etc.

The first canvas roll should have a wooden batten at the top but not Dexion attached. The wooden batten is attached using several posidrive 2" screws to the top edge of the canvas flats. Before screwing in the screws make sure the canvas roll is correctly aligned at each end of the rear canvas flats.

The second canvas roll should have a wooden batten at the top with Dexion attached. The Dexion is attached to the overhanging rear Dexion brackets (of the two hanging vertically) using 7/16" bolts and nuts. Again make sure the canvas roll is correctly aligned at each end of the rear canvas flats.

For three canvas rolls repeat as a second roll using the front of the of the two vertical Dexion brackets.

Finally, using Wood or spare Dexion attach a horizontal full-width bar across the front top edge of the Dexion bracket. This hold the black pelmet curtain away from the rolls.

**Important:** Each roll should have a short (about 9") Dexion handle at each end that is used to wind the roll up and down. To lock the roll in the *up* position, the handle is placed over a long bolt that is fixed on the end Dexion frames of the rear canvas wall (that is, the frame on the left side of 02 and the frame on the right side of 06). Hold the handle on the bolt by using a wing nut (so it can be undone by hand during scene changes).

### **Dismantling the scenery**

Save all the bolts and screws in the special box, please. That way we should not have to buy more next year.