

Instructions for Stage Assembly and Dismantling In St Mary Magdalene Church, Woodstock

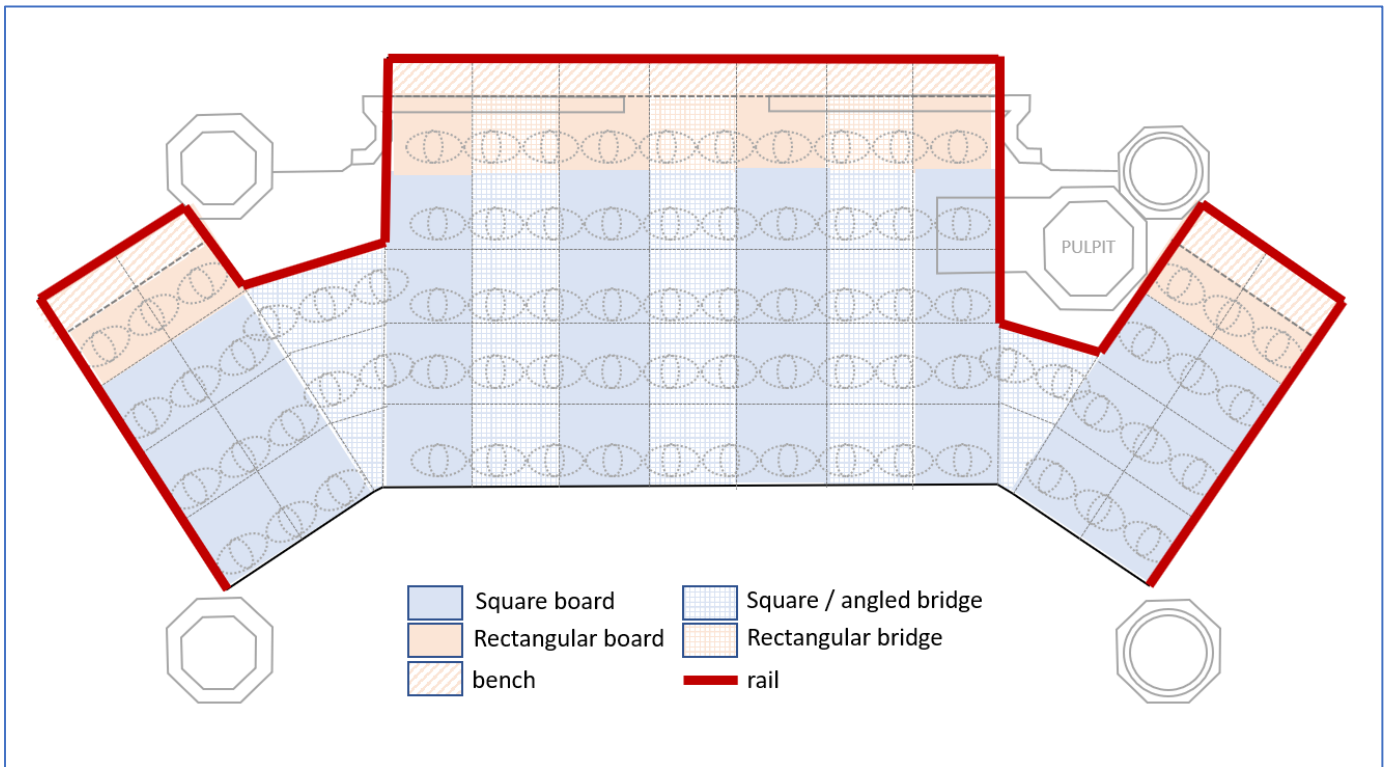
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1. Introduction

The stage assembly kit is a bespoke design to fit St Mary Magdalene Church, Woodstock (WMS) and St Mary's Church, Kidlington (KAOS). These instructions apply to St Mary Magdalene Church only. The assembly kit is stored in a special trailer which is parked at Northfield Farm, Water Eaton when not in use.

The assembled stage consists of 5 levels made up of 4 levels of square interlocking frames and one (top) level of interlocking rectangular frames. There is a central section mounted across the step between the Choir and the Nave of the church with two side-wings around the Pulpit and pillars.



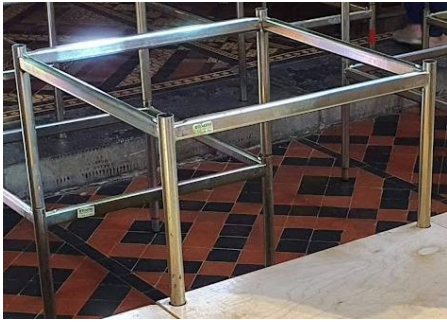
Front view



RH side view

The building blocks consist of:

- Tubular steel square and rectangular frames, some specially modified



Square frame



rectangular frame



special frame

- Wooden square, rectangular and angled bridges with boards with wooden square, rectangular boards



square bridge



square board



rectangular board



angled bridge

- Handrails, benches and steps



Handrail



bench



step

2. Prepare Church seating

1. Remove chairs from front rows and move back 11 rows of seating to give a clear area up to the 3rd pillar from the Altar end of the Nave.



2. Move the Lectern to the LH side of the church next to the Organ Console.
3. Move the Altar to the RH side wall of the Nave.

3. Unloading stage assembly

The staging is contained in its trailer towed to the church behind a vehicle. The contents comprising: BARLOW (hydraulic) trolley, rectangular box with handrails and angled bridges, and four trolleys containing frames, boards, bridges and steps.

1. Unload the BARLOW trolley from the trailer into the church down the centre aisle into the empty space.
2. Unload the rectangular box with components into the church.
3. Unload the four trolleys with frames, boards and bridges into the church **USING THE BARLOW TROLLEY**. If the trolley is not used the weight of the components may damage the castors on the trolleys.
4. Unload each trolley placing the frames together for use, picking out those frames with **red tape** first (see next section).

4. Arrange base frames for centre and side-wings



LH end frame (short legs)

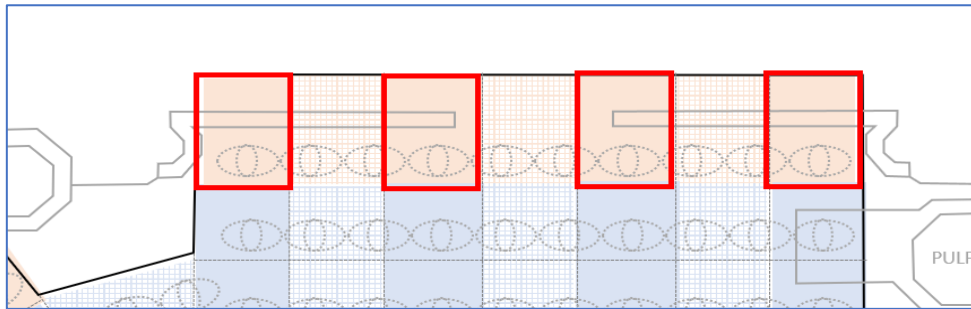


Two Central rectangular frames with short legs



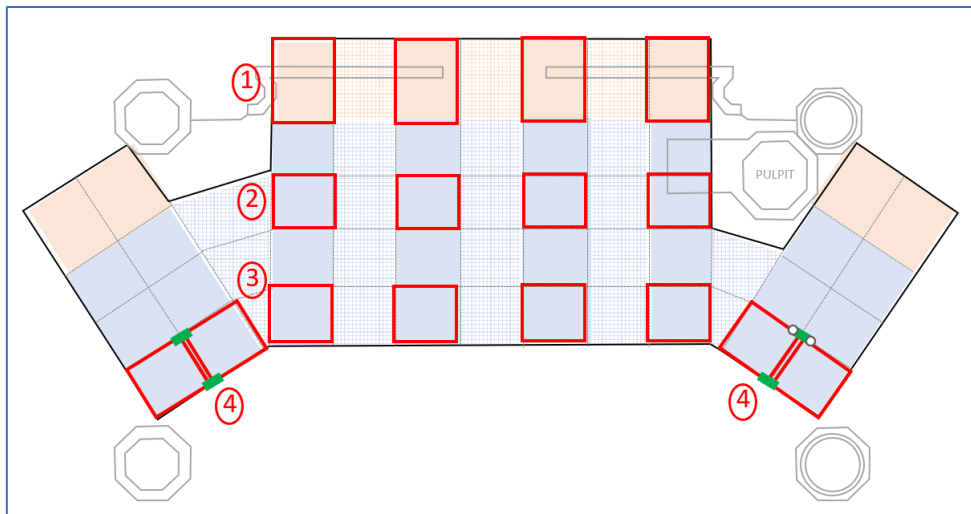
RH end frames bridging font steps

4. Start at back (rectangular frames **-red tape**) carefully spaced. Approx. 2-inch space between front of frames and chancel step

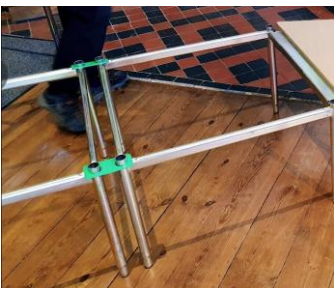


5. Next row of square frames carefully spaced.

6. Front row of square frames carefully spaced.



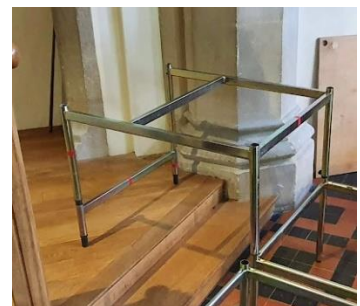
7. Position 2 x front row square frames for each side-wing at angle with GREEN ties.



Green ties to secure side wing square frames



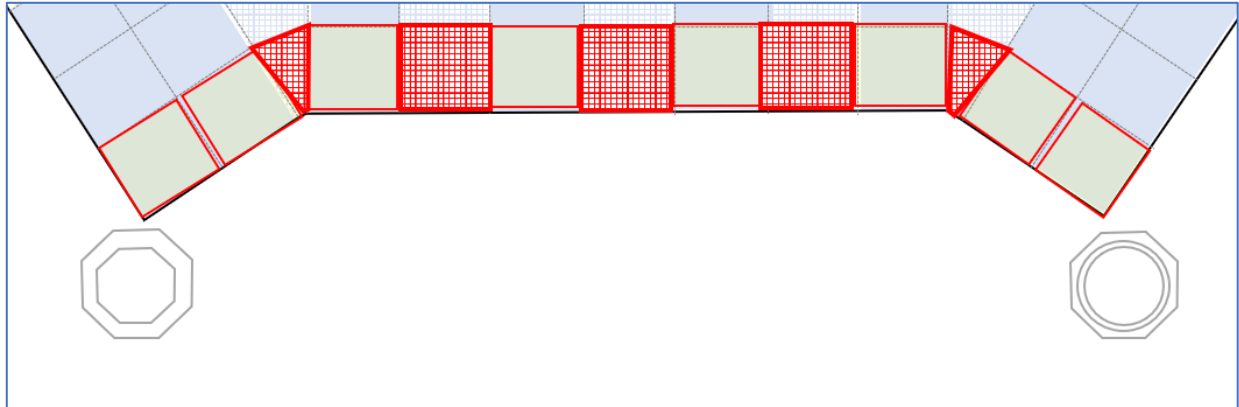
Centre frame spacing



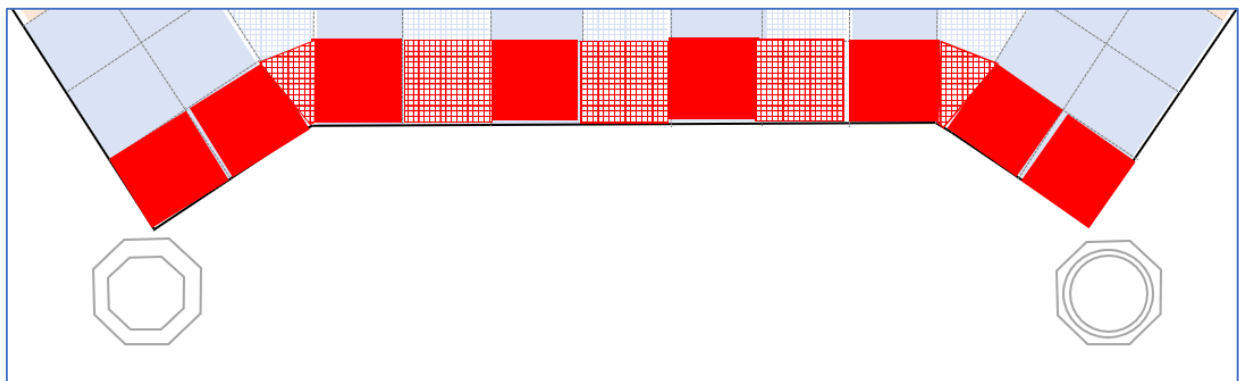
LH side wing end frame
(Note: 'goal post' legs with red tape)

5. Build first level floor

1. Connect front frames with square bridges and side-wings with angled bridges.

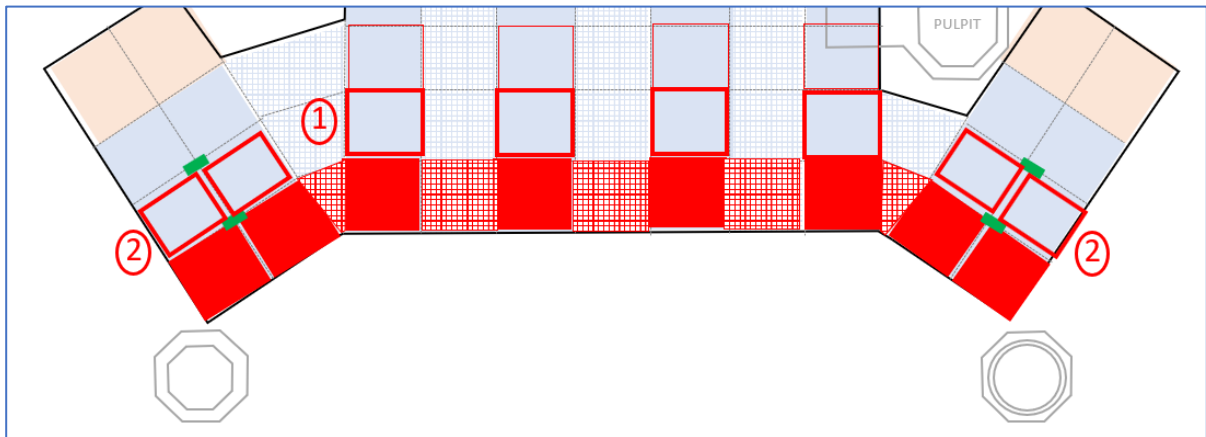


2. Add square boards to complete first level floor.

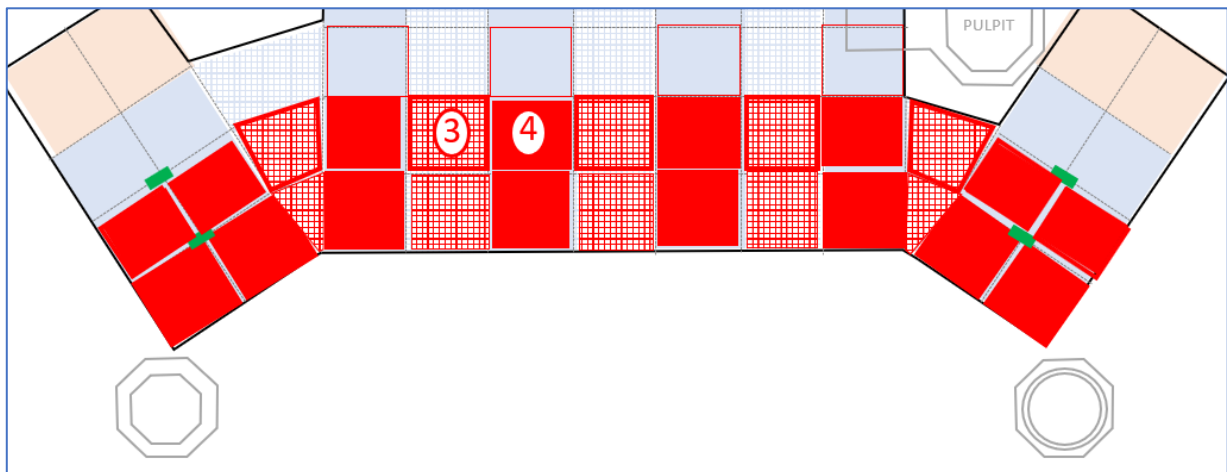


6. Build second level floor

1. Add second floor row square frames in centre section.
2. Add second floor square frames for side-wings with GREEN ties.

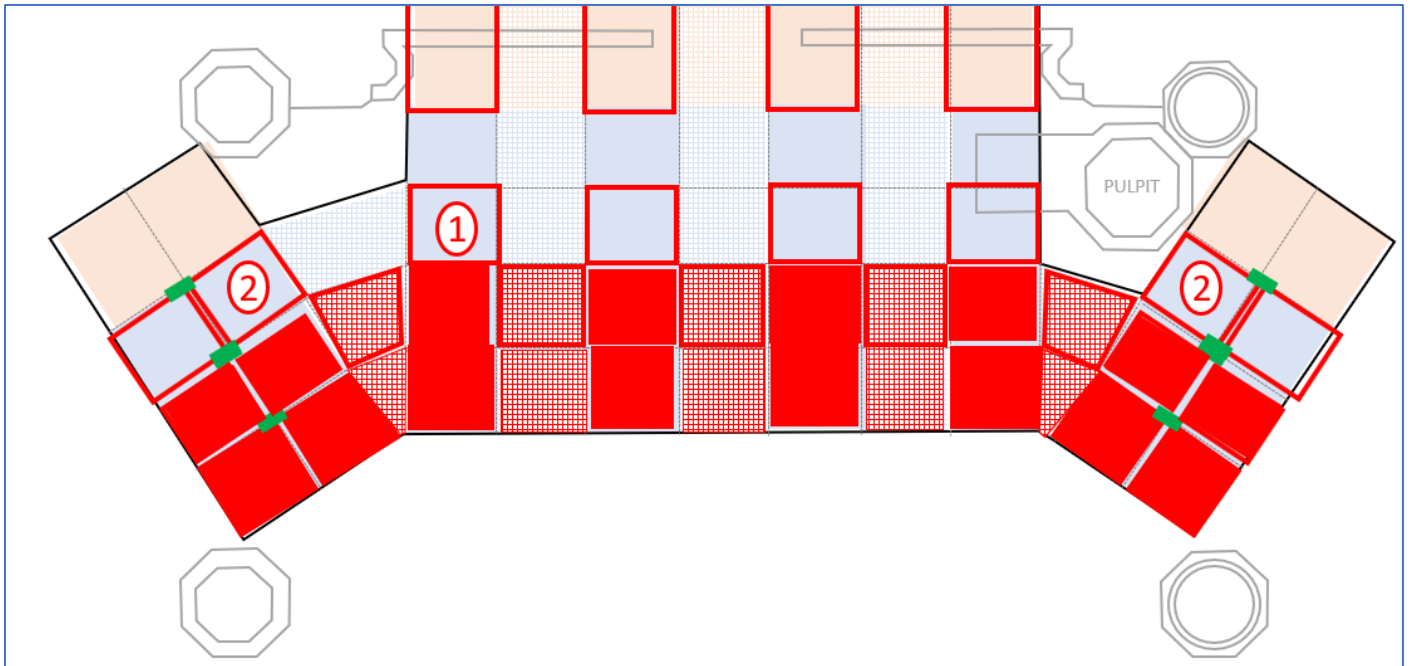


3. Add second floor square bridges in centre section and angled bridges for side-wings. (**Note: LH angled bridge is longer than RH angled bridge.**)
4. Add second floor square boards in centre section and side-wings.

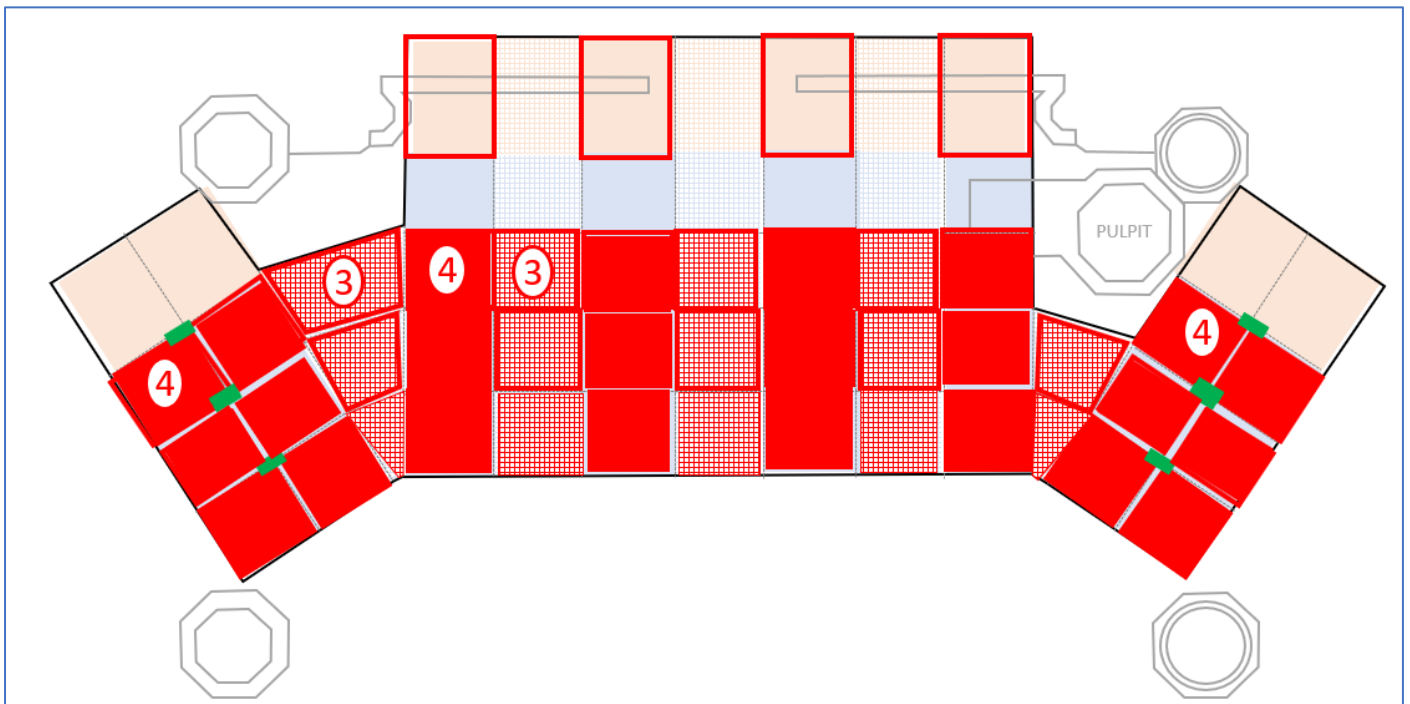


7. Build third level floor

1. Add third floor row square frames in centre section.
2. Add third floor square frames for side-wings with GREEN ties.

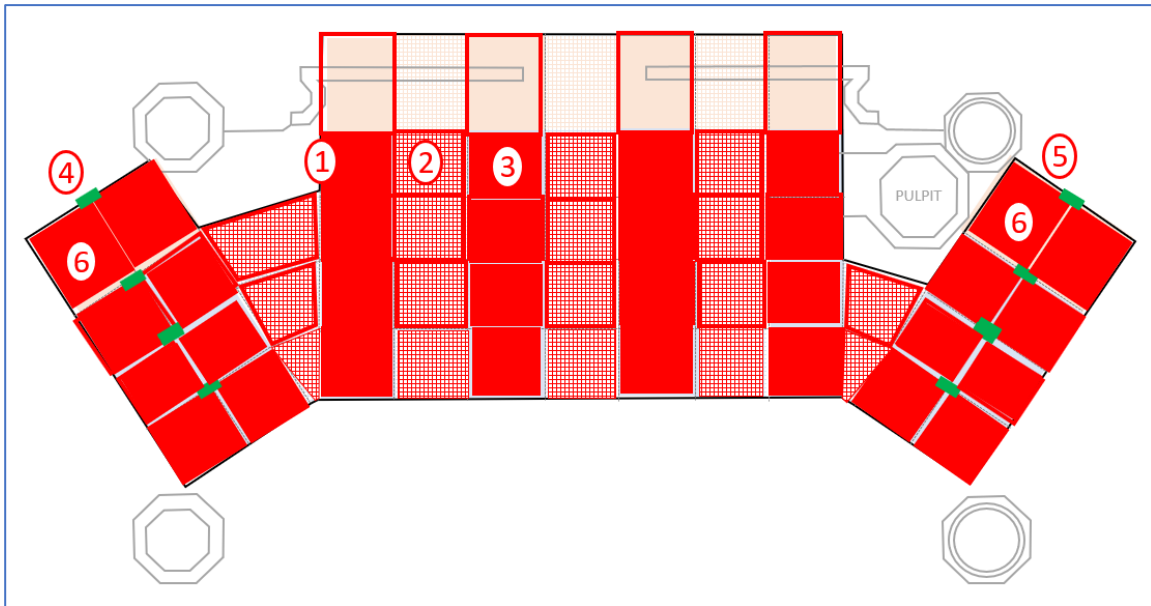


3. Add third floor square bridges in centre section and angled bridges for LH side-wing. (**Note: no third floor RH side-wing angled bridge.**)
4. Add third floor square boards in centre section and LH side-wing.

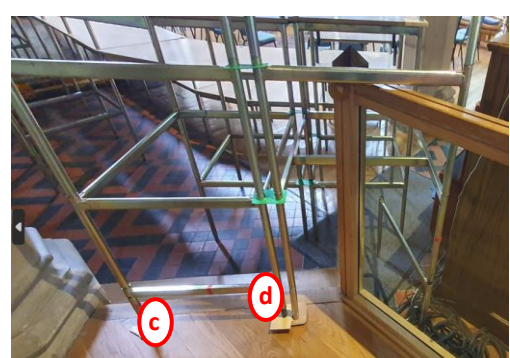


8. Build fourth level floor

1. Add fourth floor row square frames in centre section.
2. Add fourth floor row square bridges in centre section.
3. Add fourth floor row square boards in centre section.



4. Add fourth floor LH rectangular frames with green ties and 'goal post' base legs for frame next to column and special 'goal post' legs with single leg for frame next to organ.



Assembly of LH rectangular base showing: (a) special crossbar rectangular frame, (b) special 'goal post' legs, (c) regular 'goal post' legs, (d) single leg. **Note the use of packing under the legs.**

5. Add fourth floor RH rectangular frames with green ties and 'goal post' base legs by pulpit.



6. Add rectangular boards to LH and RH wings

9. Build 5th level floor

1. In centre section, build fifth floor support with larger goalpost frame (a) and rectangular frames (b).

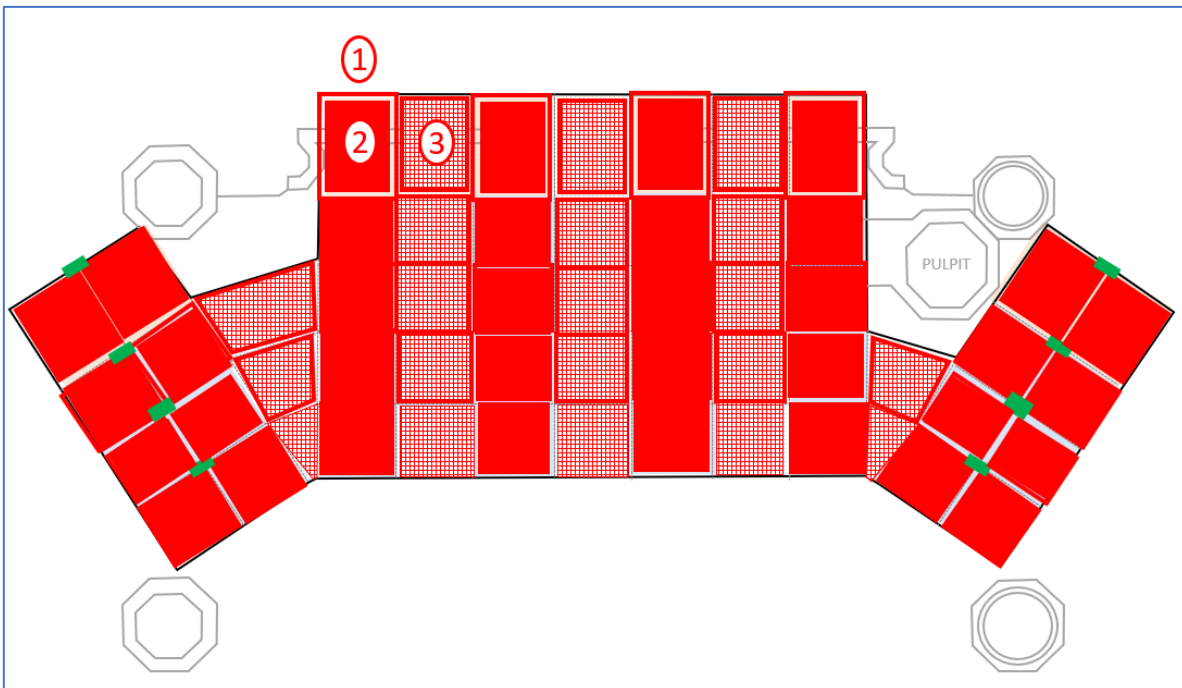


(a) larger goal post frame



(b) rectangular frame on top of goal post frame

2. Add fifth floor row rectangular bridges in centre section.
3. Add fifth floor row rectangular boards in centre section.



10. Add safety rails and benches

Safety rails need to be added carefully to ensure they all fit.

1. Add centre section rails and benches: 3 long rails / benches and 1 short rail / bench.



2. RH Wing side rails and 1 bench

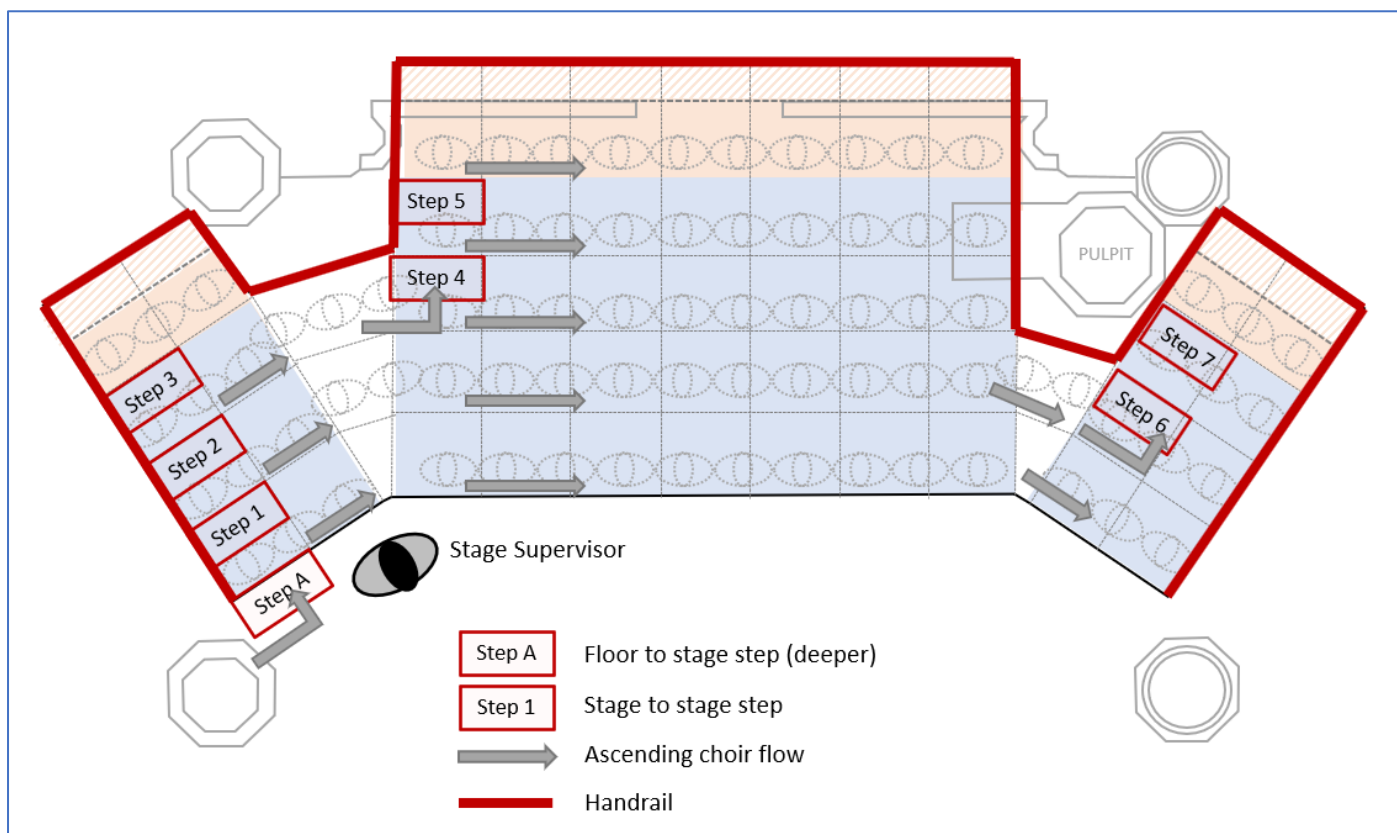


3. LH Wing side rails, 1 bench and angled bridge rails



11. Add steps

Below is a diagram of the flow of the choir ascending the staging from the LH side with the steps marked. Note that **Step 3**, **Step 6** and **Step 7** may be omitted if the singers ascending to the corresponding levels are fit enough to step up the height. The *Stage Supervisor* stands next to **Step A** to assist singers ascending the staging.



Finally store the rectangular box and BARLOW trolley in the centre section of the staging (see above) and the trolleys in the church: one to the right of the Vestry door and two at the back of the church to the right of the main door (as you come in).

12. Dismantling the staging

1. Start at the top of the staging. For safety reasons form a 'bucket chain' with helpers to pass the components down to floor level for stacking and packing.



2. Remove handrails and place in a stack for packing last.
3. Remove boards and bridges from the top downwards and pack them as follows:
 - a. Rectangular boards, bridges and frames are packed on one trolley.
 - b. Square boards, bridges and frames are packed on the other three trolleys.
 - c. Stack boards and bridges on the bottom with frames on top in a neat spiral. Fill the inside of the frames with steps and assorted small pieces.



4. Load handrails, benches, angled bridges and remaining assorted pieces into rectangular box trolley. Ensure that the **sides of the box are not bulging** else it will not fit in the trailer.



13. Packing the trailer

1. When moving the frame trolleys **use BARLOW pneumatic trolley** to prevent castors on the bottom of the trolleys from buckling.



2. Using the BARLOW trolley, move trolleys to trailer and load them in the following order.
 - a. Pack one frame trolley with rectangular units first (at LHS front of trailer) (1)
 - b. Pack three square trolleys with square units next (at LHS of trailer). (2)
 - c. Pack BARLOW trolley on next (at RHS front of trailer). (3)
 - d. Pack rectangular box trolley last with handle by the door (at RHS rear of trailer). (4)

