

Nelson Choral Society

Riser and Sound Shell Setup Guide

The riser and sound shell components are stored in Cowan Office Supplies basement. Cowan Office Supplies is located at 517 Victoria Street in downtown Nelson. The phone number there is 250 354 4445.

The set up crew chief should talk to Andy Cowan (tenor in the choir) and arrange how/when to extract the risers from the basement. If Andy's not available you'll need to liaise directly with the staff at the store. Please take care to minimize the inconvenience to Cowan Office Supplies.

The components are stored on a dolly in the very back of the basement of the store. The dolly was built to be trundled down the alley to the loading bay at the Capitol theatre. If we're performing at another venue, the components can be moved by pickup truck or van in two or three loads. Some of the riser components are heavy and it takes 2 people to lift them on/off the dolly. The bigger components have wheels so once they're on the floor one person can get them to where they need to go.

A crew of 3 or 4 is good, especially for moving the components to/from the theatre and/or on/off the dolly. Once the components are on site, the actual setup on the stage can be done with two people, if need be.

It'll take 2 to 3 hours to setup the risers and the sound shell in the theatre.

This document is written in two sections, the setup guide for the risers followed by the set up guide for the sound shell.

The riser guide is pages 2 to 9 and the sound shell guide is pages 10 to 12.

Riser Setup Guide

There are five three-step risers with an additional (separate) fourth step at the back. All of these pieces lock together to form an arc. There is a back railing that attaches to the back uprights of the fourth step.

The set up sequence is:

- 1) assess the performing space to figure out where the completed arc needs to be located.
- 2) place the center 3-step unit in the appropriate spot and set it up
- 3) set up the side 3-step units and lock them to the center one to form the arc;
- 4) set up and attach the fourth (back) steps;
- 5) attach the railing support pieces and put the railing pieces in place.

You can make minor position adjustments to fully setup risers but it takes a fair amount of doing (i.e. it takes 6 - 8 bodies pushing/pulling in a coordinated way and you can only move it a 6 - 8" at a time). So take some time to get the placement of the first piece right.

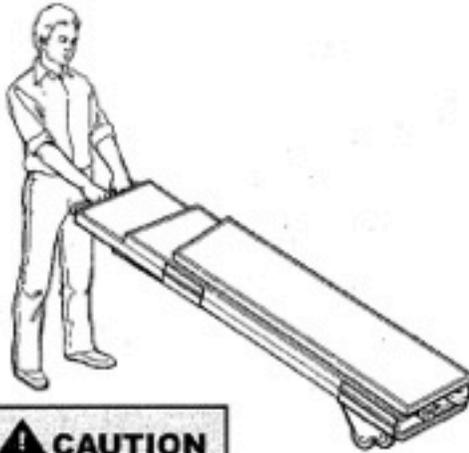
The photo below shows the full setup, with the sound shell, on the Capitol Theatre stage.



Note - if the piano is needed for the performance you have to wheel it onto the front of the stage *BEFORE* you set up the risers.

The following instructions are unaltered pages downloaded from the Wenger website.

SET UP



1. Roll the riser (push or pull it) to the performance or rehearsal area.



2. Grasp the side of the top step.

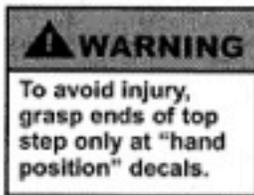
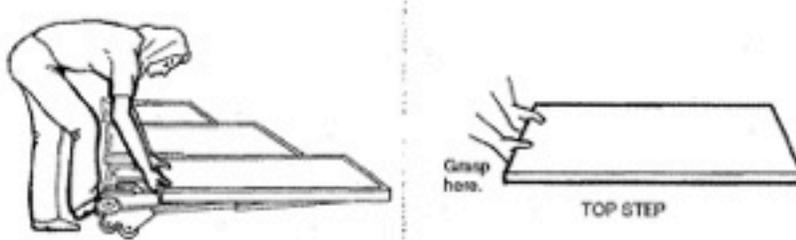


3. Unfold



4. Lay the riser flat on the floor, carpet-side up.

SET UP CONTINUED



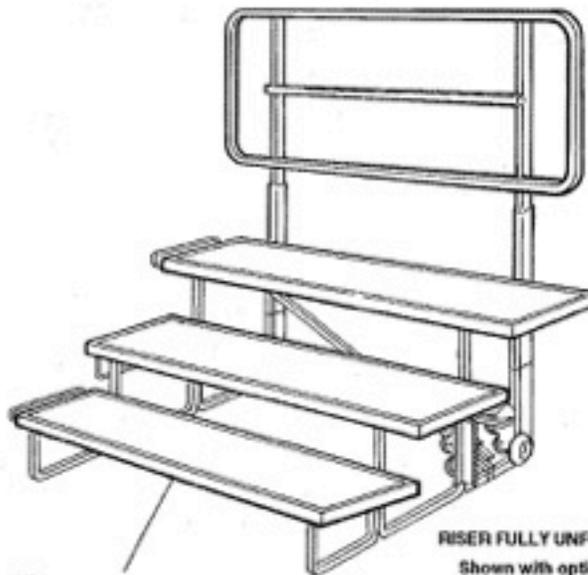
5. Grasp the end of the top step at the "hand position" decals, and place your right foot on the riser leg decal.

6. Lift the riser toward you until you hear the latch pin snap twice. When lifting, keep your foot on the leg decal and lean back so your body weight helps pull up the riser.

IMPORTANT: The rear legs must be straight up and down, and the second lock must be engaged, or the riser is not fully latched.



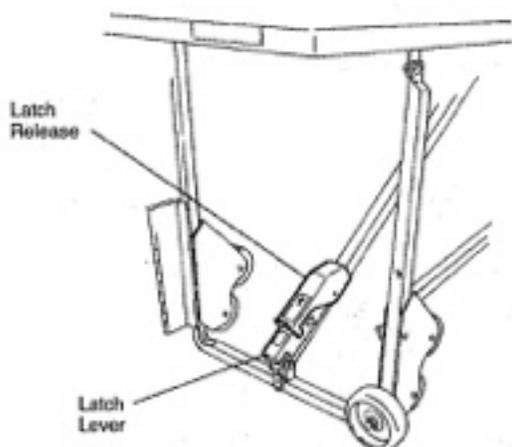
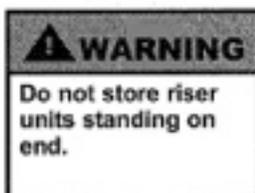
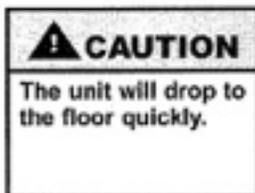
7. To install a back rail, side rail or 4th step unit, refer to the instructions on pages 8 to 10.



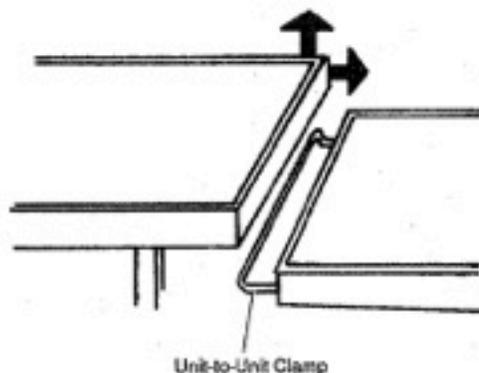
RISER FULLY UNFOLDED
Shown with optional
Back Rail
(recommended for all Risers)

TAKE DOWN

1. Kick the latch release forward, and at the same time press down the latch lever with your foot.
2. Grasp the end of the top step at the "hand position" decals, and lower the unit flat on the floor.



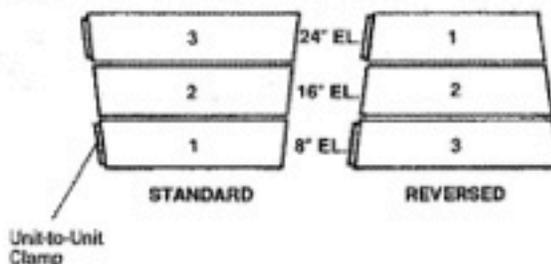
LOCK UNITS TOGETHER



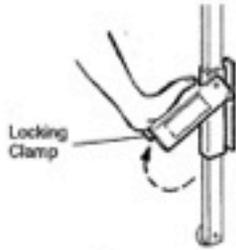
1. Before you lock any units together, set up all units and move them into position next to each other. To move a 3-Step Riser, lift the 1st step and roll the unit on its two positioning wheels. With 3-Step Risers, also attach any Back Rails and 4th-Step options (see pages 10-11).
2. Lift one Riser, and place it over the unit-to-unit clamp on a second unit.
If the Riser hangs up on the clamp, loosen the clamp's two capscrews. Adjust to fit, and retighten the capscrews.

REVERSE STEP ARRANGEMENT

1. Take off the first and third steps by loosening the capscrews that hold the steps to the legs. Don't loosen the second steps capscrews yet.
2. Turn the first and third steps end-for-end, and switch their places as shown. Reattach the steps to the legs.
3. Remove the second step, turn it end-for-end, and reattach it to the legs.
4. Be sure all capscrews are tightened securely.
5. Remove the unit-to-unit clamps, and reattach them at the opposite end of the steps.
6. If a back rail is used on a reversed riser, reverse the rail loop also. To do this, depress the two snaps, separate the loop, turn the rail around, and snap it back together (see page 11).

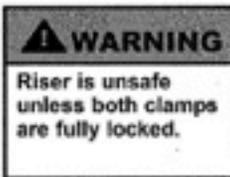
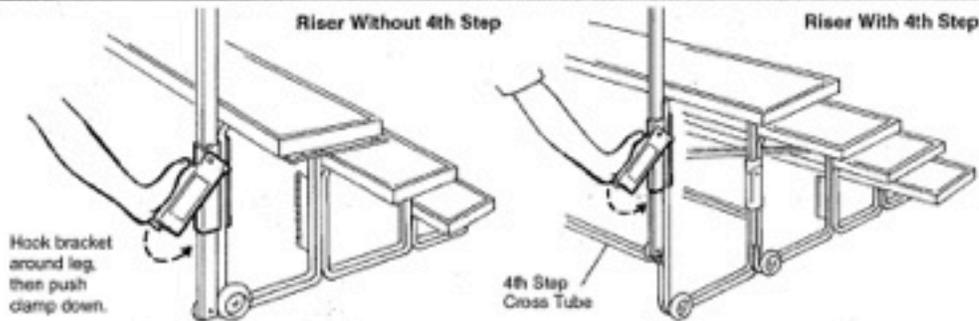


ATTACH AN OPTIONAL BACK RAIL



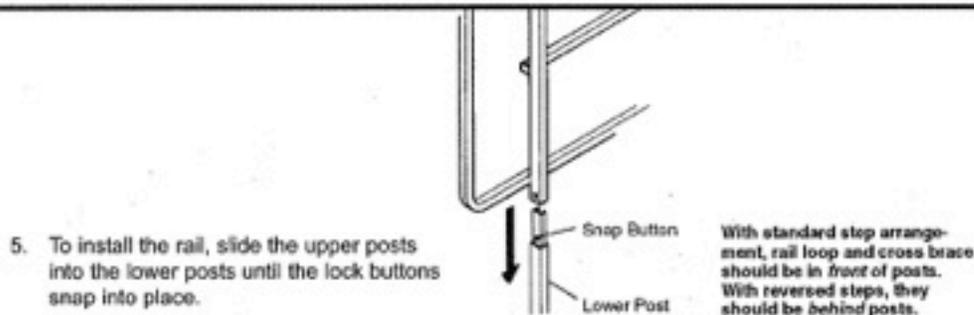
NOTE: Back Rails (optional) are recommended on all risers.

1. Open the locking clamps on the lower posts of the Back Rail.



NOTE: In the following steps, install the lower posts so their wheels are on the inside (facing each other).

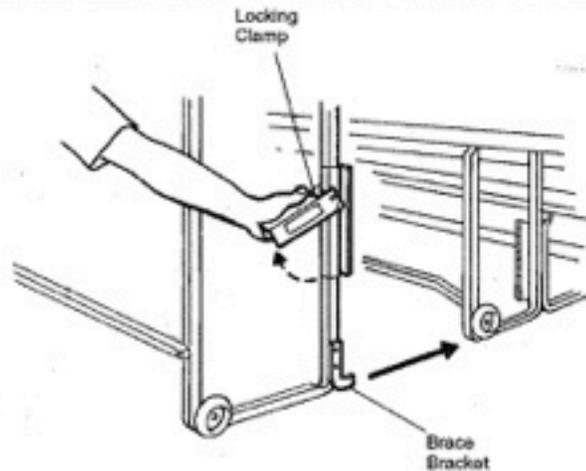
2. Riser without a 4th Step. Set a lower post on the floor, and hook its bracket around the riser leg.
Riser with a 4th Step. Set a lower post on the 4th-Step cross tube, and hook its bracket around the riser leg.
3. Push the locking clamp down until it secures the post to the riser leg.
4. Attach the other post in the same way.



5. To install the rail, slide the upper posts into the lower posts until the lock buttons snap into place.

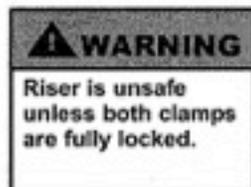
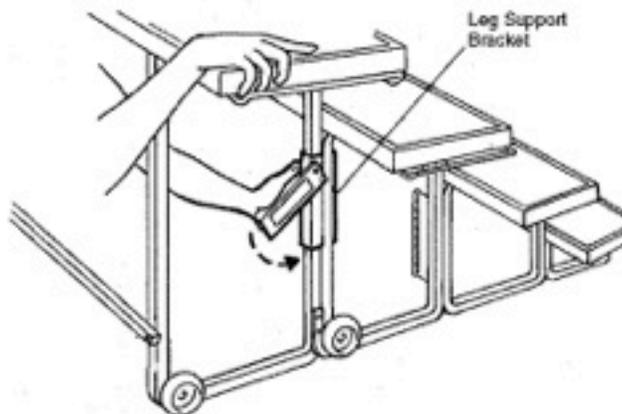
With standard step arrangement, rail loop and cross brace should be in front of posts. With reversed steps, they should be behind posts.

ATTACH AN OPTIONAL 4TH-STEP ADDITION



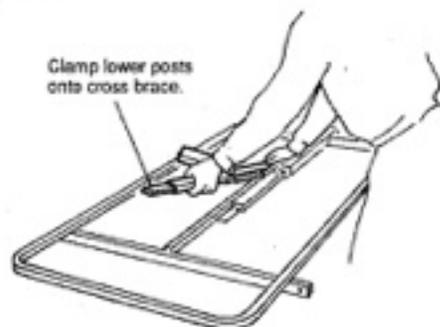
1. If the riser has a Back Rail installed, remove it before attaching the 4th step.
2. Open both locking clamps on the 4th step.

3. Position the 4th steps brace brackets to the right side (viewed from the rear) of the riser's leg assemblies. On the right side, place the bracket between the leg and the positioning wheel.
4. Lean the 4th step to the left, and slip its leg support brackets over the riser leg assemblies.
5. Push the locking clamps down so that they cover both leg assemblies on the riser.



STORE AN OPTIONAL BACK RAIL

1. Open the locking clamps, and move the Back Rail away from the riser.
For storage, turn the rail 90° and lean it against the wall (setting on its side).
2. (Optional — provides more compact storage)
Press the snap buttons and remove the lower posts from the rail.
For transport and storage, attach the lower posts to the rail cross brace
(in the same way that they were attached to the riser legs).



Sound Shell Setup Guide



This photo shows the Nelson Choral Society sound shell & risers on stage at the Capitol Theatre. There are two parts to our sound shell – the pieces attached to the risers themselves and the flying components behind everything.

The Fill-in pieces on the risers:

There are black pieces of coroplast which fit the front of each riser. There are 4 sets of 5 pieces, numbered 1 through 4. The numbers go sequentially up the risers; i.e., the #1s are for the bottom riser (these are the longest pieces), #2s for second riser (slightly shorter), and the #4s for the top riser (the shortest pieces).

They are attached to the risers with black duct tape. You need to be careful about creating tripping hazards with these (i.e., no little bits of tape sticking above the steps on which the choir stands). So first step is to put the piece of coroplast in place. Then lay out a length of duct tape (say 20 - 30 cms) along the front edge of the riser behind/above it, so that 1 or 2 cms is stuck on the top of steel front to that riser and the rest is hanging down the front, unattached. Be sure that the coroplast piece correctly placed then press the hanging duct tape onto it. Usually, one piece of tape at each corner and one in the middle seems to do it.

Note: duct tape is cheap, so if it seems like more would be a good idea, use more.

There are also 5 large pieces of white coroplast which go in front of the back railing. They are attached to the railings with velcro strips (on both the coroplast and the railings). The rails need to be installed with the velcro strips on the side

facing the risers – that way, the velcro strips will hold the pieces of coroplast vertical while the riser takes their weight.

The flying sound shell:

There are five 4x8 sections, which are independent of one another.

Each one is supported by a lighting stand, consisting of a triangular base, a telescoping pole and a horizontal cross piece. The horizontal bars are 4 ft long with diagonal pole supports on each side. The stands are rated to 80 lbs and extend up to 12 ft.

Note: There are three telescoping sections on the stand, each of which is secured by screw knob. If you have the knob loosened off and let go of the tube it will fall into the section below and disappear – which necessitates turning the stand upside down to recover it. Doable, but a pain. So try not to loosen the knobs too much.

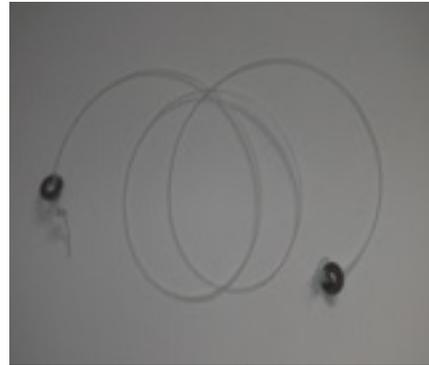
The top cross bars are 4 ft long. There are five wooden 1x4s, each one 8 ft long, that bolt to these cross bars.



Note: The cross members are secured to the base of the stand with a tension knob. If you back the knob off too far, the various bits (i.e., the nut and a plastic bushing, all black) will fall onto the stage (which is also black). Getting everything back in working order is not insurmountable, but it's a pain. So don't loosen the tension knob too far.

The actual shell piece is attached to the 1x4 cross members with 2 inch Velcro (3 strips per shell piece). The Velcro strips attach slightly lower than midway up the shell piece (18" up from the bottom). In other words, there will more of the shell

above the cross member than below it. See the introductory photo of the completed setup. Each individual section of the shell is curved. This curve is established with pieces of monofilament cord with washers at each end. There are matching 1" slots @ 1ft intervals along both top and bottom edges of the shell pieces. To create the curve you simply slip one end of the cord into a slot (with the washers at the back) then slip the other end of the cord into the matching slot on the far side of the shell piece sheet. **You must be careful not to overstress the shell piece when doing this.**



The set up sequence is as follows:

1. Set up the base of the lighting stand. Remove the bolts from the cross-member and slide the outboard end of the diagonal support off it (you may be to loosen the tension knobs to do this). Slide the end bracket of the diagonal support onto the telescoping pole - do this for both sides. Slide the cross-member Tee bracket onto the top of the telescoping pole, make sure everything is square and tighten up the knobs.
2. Use the bolts to secure the 1x4 to the cross-member. Velcro side out.
3. Mount the coroplast sheet on the cross member with the telescoping stand at a reasonable working height. You need to be able to comfortably reach the slots on both sides of the sheet.
4. Insert all the cords into the upper slots (with the washers behind the coroplast and the cords coming out onto the front).
5. **Gently** flex the sheet until you can slide each cord into its matching slot on the lower edge (with the washer on the back). This is best done with two people per sheet, working together to minimize the strain on any one part of the coroplast sheet. **Again - be careful not to overstress (and crimp) the coroplast sheet – which makes it unusable.**
6. Raise the now curved sound shell component to an appropriate height by loosening off the lock knobs on the telescoping stand, raising the loosened tube and then re-securing the lock knob. Note: there are a couple of pre-set holes with through pins that may (or may not) be usable.
7. Position each stand and sound shell component appropriately. Generally this has been far enough back and high enough so that the tallest person standing on the back riser step has adequate head room. All five shell



pieces need to match, and it is better to have too much room behind the risers than too little.



Take Down and Storage

Pretty much the reverse of the above.

There is a container to protect all the coroplast pieces during storage and travel. This is a 10x12 poly tarp and two 4x8 sheets of door skin to form the sides of a rigid envelope into which we put all the pieces. The black pieces are the between-steps fillers. The white pieces are the 4x8 “flying” sheets with the 4x6 pieces (which go on the front of the railings) laid on top of them. The two sides then fold up into a nice package.



The mono-filament cords for each section should be straightened and gathered into long bundle. The bundle is then coiled into a fairly tight roll with the tail end bundle wrapped around the coil to secure it. Each bundle of 7 cords is then placed in a ziplock bag and included in the storage unit.

The diagonal supports for the crossmember are slipped onto the crossmember and the nuts & bolts (which hold the 1x4 to the cross-member) are replaced into the holes in the cross-member.



The stands are stored in cardboard boxes. There is an internal box as well as an outer containment box for two pairs but not the fifth.

