



Sacred Ally Quilt Ministry

A Justice & Witness Ministry of the New Hampshire Conference of the United Church of Christ

Please read through this document completely before handling quilts.

PRECAUTIONS

Ideally, the venue should arrange with an SAQM contact* to be present on zoom to oversee set up and strike of the exhibit. It is also an *excellent idea* to have a quilter from your church present during installation and take down of the exhibit.

Please note: We have found from experience, that the installation and strike processes are *particularly susceptible* to the "*too many cooks in the kitchen*" problem. The best number of people is **four** – each with clearly assigned roles: two people to take out and unroll the quilts and the other two to setup stands and hang the quilts *without letting the quilts touch the ground*. The two who install the quilts on the stands should be tall enough (5'10" or so) so that they can place the crossbar on the stands at the necessary height.

Please observe the following precautions as you work with the quilts:

- Anyone who handles the quilts **must wear gloves**. Even clean washed hands have oils that stain.
- The quilts must **not** be displayed in an area where food and drink are being served or consumed.
- The quilts must **not** be displayed in an area where smoking is permitted. The odor of smoke permeates fabric.
- The quilts must **not** be stored or displayed in an area frequented by pets. Pet odors contaminate the fabric.

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- During installation and breakdown of the exhibit, please avoid dragging the quilts on floor.
- When unrolling the quilts, cover the work surface (tables) with the clean sheet provided.
- *Do not fold* the quilts. Creases weaken the fabric.
- Keep the quilts smooth while you are rolling them onto the pool noodles. Wrinkles are not just ugly, they also undermine the fabric over time.

THE STANDS

There are currently **two** kinds of stands.

1. Mount Dog
2. Limo Studio

The respective stands have their own carrying bags with their logos on them.

Important: It is easy to mix up the stands, and it is important that they **don't get mixed up**, because their parts **are not** interchangeable. To assist with this we have placed red duct tape on all the Limo Studio parts and corresponding red duct tape on the Limo studio carrying cases – so simply match the red duct tape and you'll be fine. Please be careful with this.

The Mount Dog stands should be used with the shorter quilts (**#s 1, 3, 6, 7, 8, 9, 10**)

The installation of these backdrops is pretty intuitive, but Mount Dog has an instructional video that helps visualize the setup of these stands. The link is here:

[Mount Dog photography backdrop unboxing and setup - Bing video](#)

The Limo Studio stands should be used with the longer quilts (**#s 2, 4, 5, 11**)

The installation of these backdrops is pretty intuitive too. There is a similar instructional video that helps visualize the setup of these stands too. The link is here:

[Photography Backdrop Stand by Limo Studio for Under \\$40 - Bing video](#)

Installing the Quilt Exhibit:

If possible, zoom connect with designated SAQM representative while mounting exhibit.

1. **Gather four people** to do this work: two people to take out and unroll the quilts (quilt handlers) and two tall people to setup stands (“setup-ers”) and hang the quilts.
2. **Assemble and distribute the stands:** Once you have figured out how to setup the stands (previous page), we recommend assembling the *legs of the stands* (leaving the horizontal top crossbar uninstalled) and distributing the legs throughout the exhibit space in the relative spots that you want them to stand.

(You have left the crossbars uninstalled because you will need to thread them through the sleeves in the quilts. Note that during this stage the wingnuts that screw to the top of the legs will need to be left off. Take *care not to lose the wing nuts* during this stage.)
 - a. **Note** that the quilts should be displayed ***in sequence*** from #1 – 10. Quilt #11 can be installed out of sequence as it does not relate directly to George Floyd. Each quilt has a number on the top of the back of the quilt.
 - b. When assessing where to distribute the stands keep in mind that the quilts should be able to be viewed ***from both sides***. The stands should not be pushed up against the wall. Also, you might consider providing enough room between the quilts (if possible) for people who move in wheelchairs or walkers to maneuver through them.
3. **Setup a workspace for working with the quilts:** While the 2 “setup-ers” are doing the above, the other two “quilt handlers” can set up a table workspace. We have found that two standard 6 to 8 ft folding tables ***placed side-by-side*** works best. Throw the provided sheet over the tables. This will be the workspace you will use to unroll the quilts.
4. **Start unrolling the quilts:** Quilt handlers ***should now be wearing gloves***. Remove the quilts (stored in numbered drawstring bags that are in ski-bags) and line up the drawstring bags in order but ***do not pull the quilts out yet***.
5. Remove quilt #1 from its drawstring bag. ***Do not touch quilt #2 until you have completed the full installation of quilt #1***

6. Place the roiled up quilt on the tables, untie it and unroll it on the table (the table is covered the sheet).
7. Remove the sheets of archival acid-free paper and stack them in the artist portfolio bag that is provided.
8. Place the pool noodle and the fabric ties back in the designated drawstring bag,
9. Setup-ers now miraculously appear with the horizontal crossbar thread it through the sleeve at the top of quilt #1.
10. Setup-ers (**who now have gloves on**) take the quilt (you can grab it by the crossbar) and walk it over to the stand you have designated for quilt #1. **During this process take care not to drag the quilt in the floor.** Using your height (you are at least 5'10" tall) reach up and put the crossbar on top of the extended legs. Once done, put the wingnuts back on the top and step back and make any adjustments of the legs necessary to make the quilt horizontal to the ground.
11. Repeat steps 4 through 10 for the remaining quilts.

Striking (taking down) the Quilt Exhibit:

Please *read these instructions through completely before striking the quilts*. If possible, zoom connect with designated SAQM representative while mounting exhibit.

In general, reversing of the above process will work well for taking down the exhibit. If possible, line up the same four people to do it, as they will be familiar with the process and will have the necessary height to get it done properly.

Things to be aware of:

- **Don't forget to wear gloves!**
- Please follow the same **one-by-one** process of working with the quilts. Do not start working on quilt #2 until you are done with quilt #1.
- Make sure the front face of each quilt is *completely* covered with archival acid-free paper before you begin roiling it up. The archival acid-free paper should have been stored in the artist portfolio provided.
- Make sure the quilts are rolled up with the front face of the quilt (now covered with archival acid-free paper) facing *in* toward the pool noodle.

- **Rolling the quilts:** While one quilt handler rolls the quilt onto the pool noodle, the other quilt handler can lift the far end of the quilt and exert a slight pull so that the quilt rolls up cleanly with a minimum of wrinkles.
- Remember to use the ties (which have been stored in the drawstring bags) to tie the quilts onto the pool noodles. There should be three ties per quilt but two will suffice if (for some reason) there are not enough.
- Please store the drawstring bags into the appropriate ski-bags:
 - Ski-bag #1: Quilts 1-3
 - Ski-bag #2: Quilts 4-6
 - Ski-bag #3: Quilts 7-9
 - Ski-bag #4: Quilts 10-11

Please confirm that you have read this!

Please indicate that your installation team has thoroughly read this document, by having them type their names below. Please return the resulting “signed” copy to saqmquilts@gmail.com.

Venue:

Quilt Handler #1:

Quilt Handler #2:

Setup-er #1:

Setup-er #2: