

## INSTRUCTIONS FOR ASSEMBLING, DISMANTLING, RE-PACKING AND TRANSPORTING THE BIBLE TRIPTYCH

**Transporter:** Please keep the packed Triptych lying carefully secure and flat with nothing on top of it. The separately packaged feet must not be put on top of the frames – too heavy. There are one longer central frame, and two shorter side frames in the package.

**On arrival:** The Triptych will take at least 4 people to assemble and dismantle.

- Undo the packages on the site of the display** to avoid moving the Triptych once assembled. Undo the four outer straps and undo the Velcro strips, folding back the cover. With one person holding one of the two shorter frames upright, another can affix the foot, aligning it to the vertical gold braid on its outer edge, and tightening the nut. Another person holds the second shorter frame, while the second foot is affixed likewise. Another person holds the third longer frame in the middle of the other two, while the third and fourth feet are affixed to both edges of this central frame. Alpha frame is to the left, and Omega to the right. Ensure all nuts are tightly holding the frames. Then carefully hinge the three frames together. They should then all stand securely. Please keep the wrapping materials in a dry and safe place altogether.
- Please display** the enclosed notice close by the Triptych asking that it
  - should not be touched
  - no food or drink should be consumed near to it
  - small children and animals should not have free access to it and be under supervision.Hirers are responsible for its care and protection throughout.
- Place the Album** on a small table close to the Triptych for easy viewing, together with a supervised collection plate for donations - as indicated on the enclosed notice:  
ie. 80% for *Summertown URC Building Fund* and 20% to *Christian Aid*.

### **At the close of display:**

- With at least four helpers, lift the frames carefully from their hinges. Remove the feet. Lay out the large cover flat on the floor and lay the longer central frame down its centre with the pictures facing upwards. Place one of the narrow covers over it. Stack one of the shorter side frames on top, pictures facing upwards, and place another narrow cover over it. Stack the third shorter side frame on top, pictures facing downwards. Fold over the two end pieces of the outer cover, and then fold over the two side covers and close the Velcro strips.
- Place the four outer straps under the assembled Triptych and fasten securely. Handle with care.
- Wrap the four feet in their cover ensuring all nuts are on the screws, and fasten the Velcro strips. Do not place on top of the frames at any time – they are too heavy.
- Place the Album and notices in the bag, and give all to the transporter.

**Please send a cheque** (made out to 'Summertown United Reformed Church') for the proceeds collected to the Church Secretary:

Miss Beryl Knotts, 1 Riddell Place, Harefields, Oxford OX2 8HL.

**Please phone or e-mail her on 01865-510055** [berylknotts@googlemail.com](mailto:berylknotts@googlemail.com) to advise time of arrival on return of the Triptych to Summertown URC.

WE HOPE YOU ENJOY THE DISPLAY - WE SHALL WELCOME YOUR FEEDBACK