

## **Technical Set Up Plan**

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### **1) Details**

It's important to know what are the types of work you will be setting up (eg. Wall, Floor, Pedestal) & the equipments needed beforehand.

Note : For Lighting

- This may not be applicable if your work have no specific lighting required
  - Eg. A light work may need a dark room, therefore require black out curtains to block out the space in the gallery.
- Spotlights in the gallery are limited.
  - For my batch, each person had 3-4 each, so 2-3 works may share one spotlight

Format	Equipment	Lighting
Wall	Nail/Tape/Bluetaek	
Pedestal	-	
Floor	Paper backing?	Spotlight?
iMac/Macbook/Ipad	Pedestal/Wall Mounts	-
Projection	Projector, Ceiling Mounts/Pedestal	-
Hanging	Hanging poles/Grids/Strings	Spotlight - Shadow?

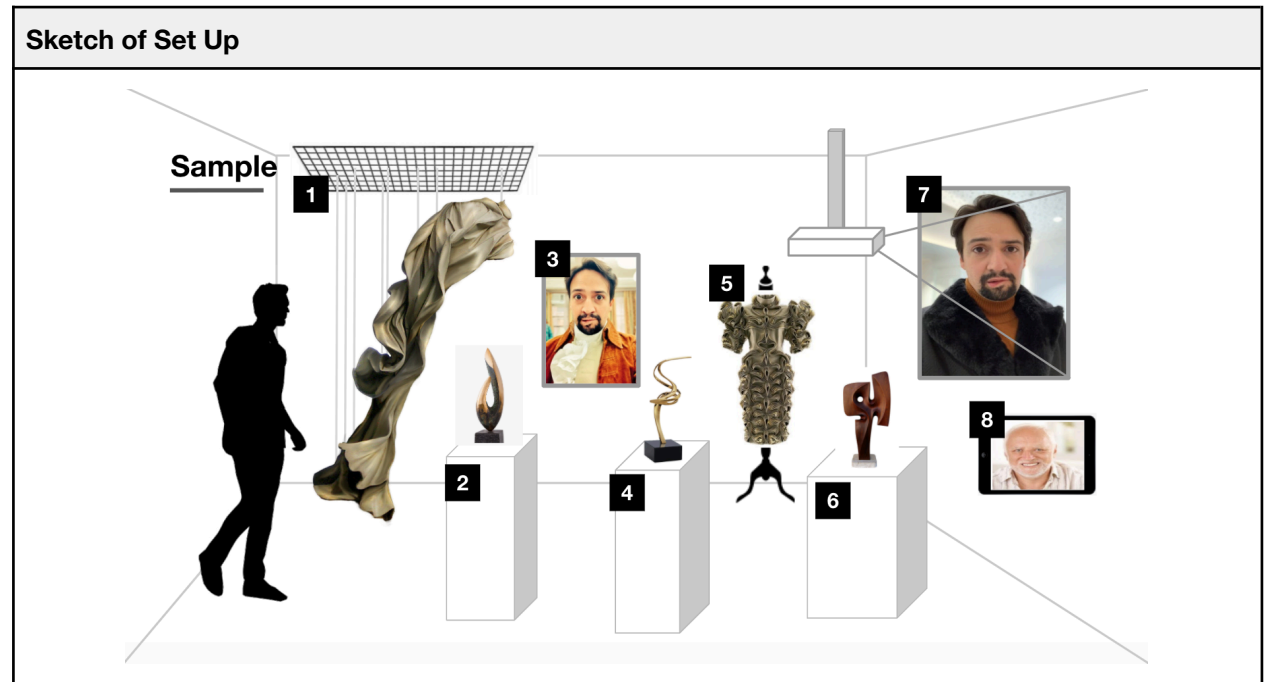
### **2) Set Up Level of Difficulty**

It can be helpful to colour code the difficulty level of your works when seeing this document at a glance.

Easy	Medium	Difficult
<ul style="list-style-type: none"><li>• Medium Size Wall Works</li><li>• Pedestal Works</li><li>• Mannequin</li></ul>	<ul style="list-style-type: none"><li>• Large scale Wall Works</li><li>• Ipad/Macbook etc.</li><li>• Projector</li></ul>	<ul style="list-style-type: none"><li>• Hanging works</li></ul>

### 3) Overall Work Details

This will be the main part of the document you will be looking at on the day of the set up.



No.	Work	Dimensions	Format	Equipments	Lighting
1	Eg. Untitled	120cm x 200cm	Hanging	Hanging poles, Grids, Strings	Spotlight to cast a shadow on the wall
2	Eg. Untitled	50cm x 50cm	Pedestal	Pedestal	-
3					
4					
5					
6					
7	Eg. Untitled 2	Variable	Projection	Projector, Cord, Mount	Dark Room
8					

#### 4) Timeline

Feel free to or not reference it as it depends on the format of your work and speed of your set up too!

Helpful tips :

- Set goals/milestones for yourself along the way, you may or may not reach them but it allows you to begin with the goal in mind
  - Eg. By Day 1, I aim to have Artworks 1-5 all on the wall
  - Eg. By 3pm, I aim to hang up all the paintings & set up the projector

Agenda	Notes
<b><u>DAY 1</u></b>  <b>Set Up : Stage 1</b>  Roughly See See - Temporarily placing the works in the space	<b>Pedestal Works :</b> Place the Pedestals in the space & works on top  <b>Floor :</b> Place work on the floor  <b>Wall Works :</b> Place the works on the floor of where it will be hung up <ul style="list-style-type: none"><li>• If the work is paper/very light, use blu tack to stick it up very roughly to see how it looks like</li></ul> <b><u>Notes &amp; Tips</u></b> <ul style="list-style-type: none"><li>• At this stage, None of the works are hung up/nailed yet</li><li>• Test out compositions and see how you feel about the space<ul style="list-style-type: none"><li>○ Even though you may have a solid plan in your head, it may change once you are in the space yourself &amp; that's perfectly normal</li><li>○ So, change it up if you feel like it!</li><li>○ Also make sure it looks good visually too</li><li>○ You can take out your phone &amp; take a pic to see see how it looks an image</li></ul></li></ul>
<b><u>DAY 1</u></b>  <b>Set Up : Stage 2</b>  Start actually setting everything up	<b>Easy Works :</b> Starting nailing, drilling the works onto the wall  <b>Medium/Difficult Works :</b> <ul style="list-style-type: none"><li><b>a. Macbook/Ipad Works</b><ul style="list-style-type: none"><li>• Is it on a pedestal?</li><li>• Mounted onto the wall?</li></ul></li><li><b>b. Set Up Projection</b><ul style="list-style-type: none"><li>• Projector placed on the floor/pedestal/mounted from the ceiling?</li><li>• Adjust the distance from wall to floor accordingly for the width &amp; height of the projection</li><li>• You may need a gallery technician or IT staff</li></ul></li><li><b>c. Hanging</b><ul style="list-style-type: none"><li>• Where are the Hanging poles? Do you need extra?<ul style="list-style-type: none"><li>○ Note that there are limited hanging poles in the gallery, so consult your mentor</li></ul></li></ul></li></ul>

<p><b><u>DAY 2</u></b></p> <p><b>Set Up : Stage 3</b></p> <ol style="list-style-type: none"> <li>1. Final Touches</li> <li>2. Lighting</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Finishing touches of setting up the works</b> <ul style="list-style-type: none"> <li>• Make sure everything looks good before the opening</li> </ul> </li> <li><b>2. Lighting</b> <ul style="list-style-type: none"> <li>• Lighting is always been done on the second day around after lunch depending on the process</li> <li>• The gallery technicians will go around placing the spotlights, so let them know if you have any particular lighting needed</li> <li>• Before that, discuss with your set up team on how many lights per person</li> </ul> </li> </ol>
<p><b>Pictures</b></p> <p>Either do this when you are done with set up &amp; still have time or on another day</p> <p>*Do not do it on the day of Tear down!!</p>	<ol style="list-style-type: none"> <li><b>1. 2 Set Up Photos</b> <ul style="list-style-type: none"> <li>• 1 Front View, 1 Side View</li> <li>• Or 1 Pic of half the space &amp; another of the other half of the space</li> </ul> </li> <li><b>2. Individual Pictures of the Work</b> <ul style="list-style-type: none"> <li>• Make sure lighting is good</li> <li>• For large scale works (eg. Installations), have a picture with a person beside it to show scale</li> </ul> </li> </ol>
<p><b>Tear Down</b></p>	<p><b>Taking down each works</b></p> <p><b>Returning Equipment (Pedestals, Ipads etc.)</b></p>