

# F R E E M A N

## AUDIO VISUAL OPERATIONS STANDARD

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### PIPE AND DRAPE



#### General Construction

- **The following procedure must always be followed when installing pipe & drape:**
  1. A drop cloth or visqueen should be used when setting up drapes, especially on bare or concrete floors, so that the velour panels do not get soiled.
  2. Lay out all crossbars on the floor in the intended position of the drape line and adjust to the correct lengths. Care must be taken to ensure that crossbars are extended and locked into their first or second position when laying out this hardware to minimize the potential for lateral slippage.
  3. Place a base plate at the ends (or intersection) of each crossbar. The stud should be installed into the center hole whenever possible to keep the weight centered on the base plate. If upright is butting against a screen, wall, or stage, the stud may be placed in the corner or back side of the base plate.
  4. Attach a drape panel (or panels for proper fullness, see *Trim* below) onto the first crossbar.
  5. Hold the end of the crossbar in one hand and the first upright in the other at a sharp angle, directly below the crossbar.
  6. Hook the crossbar into the slot of the upright and pull the panel end over the top of the upright to conceal it.
  7. Walk the upright with connected crossbar up, keeping the upright directly below the crossbar until the first upright is mounted on its base plate.
  8. Repeat steps 4-7 for the other side of the crossbar and second upright to raise the first section of draping.
  9. Repeat steps 4-8 if additional sections are required.
  10. If necessary, raise the upright extensions to the required height if the height of the drape is adjustable. Most often this will be the same height as a fast-fold screen dress kit, if used.



## Trim

- **The height of all uprights/crossbars must be equal so that the drape line is perfectly horizontal.**
- **The velour panels must hang properly and with no gaps between the panels. Uprights should never be seen when viewing from the front.** Gaffers tape may be used sparingly to keep panels together. As tape can remove velour from the panel, clothespins, metal binder clips, or 'T'-pins are preferred.
- **Pleats in the drapes should be gathered to reduce the original segment length of the drapes to approximately 60% of its original size for visual presentation purposes. Drapes should never appear "flat" in any areas.** If extended crossbars and drape panels are the same length, reduce the size of the crossbars by one setting or consider using two panels per crossbar.
- **Any excess panel length at the floor must be gathered neatly and placed behind the panel drop such that the visible panel appears to be the exactly the selected length of the upright and the gathering appears perfectly vertical.**
- **Sandbags should be used on base plates to add stability if uprights exceed 16' or significant torquing of the drape line is occurring. Alternate placement of base plate stud may also be required to add stability or correct torquing.**



## Dismantle

- **The above setup procedure must be followed in reverse to dismantle a drape line.**
- **Utmost care must be taken when dismantling and folding drapes. Never return drapes to bins or cases rolled up or with noticeable folds or creases in the panel material. The following steps must be followed to properly fold and pack drape panels:**
  1. Fold the drapes lengthwise first to make creases less noticeable.
  2. Fold the front (velour side) of the drape inside (on itself) to protect the drapes against stains.
  3. The final fold and return to the drape bin or case should be made so that the panel barcode is easily accessible and facing up.
- **Dismantle of a drape line by disconnecting and dropping crossbars/drapes to the ground from a ladder or man-lift while uprights are fully extended is never acceptable.**

## Additional Cautions

- **Crossbars must never be allowed to twist while attached to uprights or allow upright extensions to drop unhindered, especially while heavy drape panels are attached.** Uprights are made of relatively thin aluminum, and as such, the crossbar slots of uprights are extremely fragile and become mangled very easily.
- **Caution must be exercised when placing 18"-24" base plates as they are very heavy.**
- **Extreme caution must be exercised when transporting or moving base plate dollies as they weigh hundreds of pounds and can cause significant injury if dropped or toppled.**