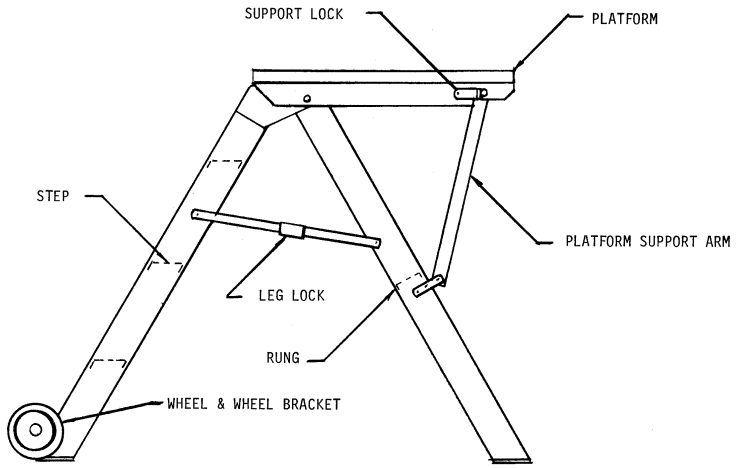


# MARCHING BAND PRODUCTIONS ASSEMBLY INSTRUCTIONS

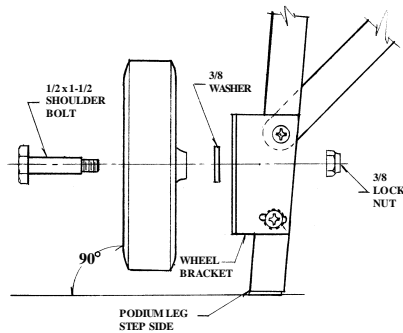
## 1. TO SET UP PODIUM

- Stand folded podium vertically on legs. Note that only the front legs will be in contact with ground.
- While standing beside the podium, grasp center of middle step with one hand and center of rung (*the horizontal aluminum channel just below the platform*) with the other hand.
- Pull podium legs apart. Since only the front legs are contacting the ground, you will be moving away from steps as podium is opening.
- Push leg locks down.
- Move to back side of podium; lift platform and platform support simultaneously.
- Engage round rod of support into "J" slot of platform. Pull back on support to be sure it is locked in.



## 2. WHEEL INSTALLATION MODEL 7, 8, 10, 12 & 14

- Install wheel, shoulder screw, washer and locknut. Tighten by turning shoulder screw with 3/4 wrench and holding the locknut with the fingers. It is not necessary to hold the nut with a wrench. Note: The washer must be installed between the bracket and shoulder screw as shown. See drawing at left. Adjust bracket until the wheel is vertical to ground.
- Repeat for other side.

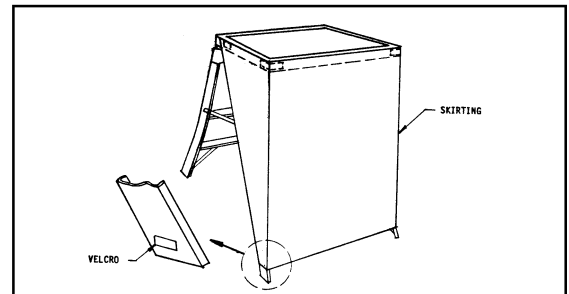
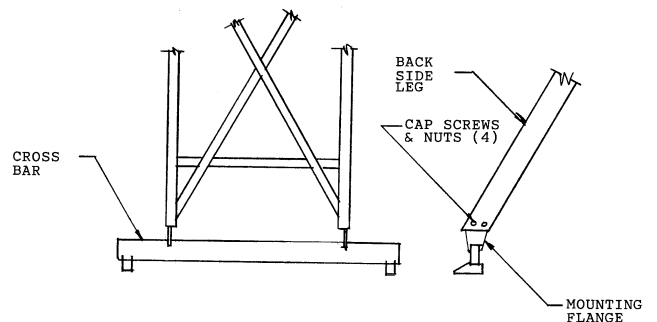


## 3. TO COLLAPSE PODIUM

- Lift up support locks and slide round rod away from you. With a little practice this can be done with both hands simultaneously. (Lift up lock with index fingers and slide rod away with thumbs.)
- Lower platform and platform support.
- Move to other side (step side) and lift up on center of both leg locks simultaneously. Lift until legs slide about 10 or 12 inches.
- Place one foot on lower step and pull top of podium slowly toward you.
- Podium is now collapsed.
- Continue pulling and wheels will contact the ground. Podium can now be moved on its wheels.

## 4. LEG CROSS BAR INSTALLATION FOR MODEL 10, 12 & 14

- Set podium up in its normal position.
- Lift up rear legs (legs opposite steps) and install cross bar.
- Cross bar mounting flange must be on inside of legs and sloped in same direction of legs. (See Dwg.)
- Install four (4) cap screws and locknuts. Tighten securely. (Use punch or nail to align holes if necessary.)



### OPTIONAL SKIRTING INSTALLATION

- Set up podium in its normal position.
- Install four (4) pieces of velcro on the corners of the podium platform as shown. Secure skirting to velcro and pull skirting taut on one side of the platform. Mark for velcro installation.
- Repeat for opposite side.
- Installation of velcro on legs is similar to above.