

# *All of Us Journey*

## **Site Operation Checklist & Exhibit Set-up Procedures**

### **Scout the General Area**

- Vertical & horizontal clearance
- Identify stage opening entrance direction
- Obtain site map, indicating asset setup. Denote cross streets.

### **Obstructions**

- Electricity
- Settling
- Clearances – Minimum of 3' of clearance available around the perimeter of the entire exhibit in its fully developed configuration. Remember to include awnings, stairs, ramps, decks, etc..

### **Electrical**

- Power lines
- Utility poles
- Power cabinets
- Locate underground utilities (water mains)

### **Trees – upon egress & ingress**

- 5' Clearance for all trees and large shrubs on the perimeter – with 12' clearance overhead for low hanging limbs and branches.

### **Canopies, Buildings & Other components**

- Clear of walls, fences, overhangs, walkways, fire lanes, fire hydrants, sprinkler heads. (10' fire lane in front of buildings)
- Parking Restrictions, one-way access, loading dock.

### **Grade**

- Prefer level flat
- Slope variations not to exceed 3" over 12' side to side, 3" over 15' front to back

### **Soil & Pavement**

- Concrete pavement – remove all loose debris
- Soil or grass turf – need to be compacted & well drained. Avoid damp low-lying areas. Avoid loose sand or freshly graded gravel. Contact SME operations for special instructions if this is the only option.