**Flat floor seat moves**

 **Putting away:**

* Unclip and remove row letters before stacking (store in cabinet, stage R cupboard)
* Stack 8 high only
* When stacking ensure the seats locate correctly on each other
* Stack in numerical sequence as much as possible
* Fill stage left cupboard first

**When setting out chairs:**

* Ensure seats are clipped together
* Clip row letters to row end seats
* To set out:
	+ For side sections ensure all front legs on the aisle are lined up on the same wooden floor panel in line with the edge of the steps ……
	+ User spacer bar/wooden marker to ensure correct distance between rows – i.e. measure from front leg of one row to back leg of the row in front
	+ For front part of side section, set the back legs of the back row …..