



# THE AIDS MEMORIAL QUILT INSTALLATION GUIDE

Quilt panels cannot be replaced, as each panel is a unique hand-crafted memorial to someone who has died of AIDS. Damage to or the loss of a Quilt panel can be emotionally devastating to the friends, family or loved ones who made it.

This Installation Guide describes the ways that you can take care of the Quilt while it is in your care. By following these guidelines, you will help preserve the memory of those who have died and at the same time permit others to benefit from seeing the Quilt.

## CHOOSING A DISPLAY SITE

**All displays must be indoors.** Your display site can be an auditorium, library, gymnasium, conference room, church sanctuary, or any other room in your facility that meets the following guidelines:

- The site **must** have ceilings that are more than 12 feet high.
- The site **must** be able to be locked when the display is not open or security monitors are unavailable.
- The site **must** be off-limits for all food, beverages, and smoking.
- The site **must** be free of insects, rodents, and leaks.
- The site **must** have a floor that is clean and smooth.
- The Quilt **must** be displayed in a separate room away from high-traffic areas such as lobbies. This allows the Quilt to be viewed without disruption. (This is not applicable for all displays. )
- The Quilt **must** be accessible, located so that people can see it up close.

**Other considerations** when choosing a display site:

- **Seating** allows you to conduct special events at the display.
- **Lighting** affects how well visitors can see the Quilt and can be used to create a special mood at the display.
- **Loud noises** interfere with tours and prevent you from creating a respectful atmosphere.
- **Audio-visual equipment** may be needed for special events at the display, such as guest speakers or video presentations.
- **Displays of the Quilt are always free of charge;** if the display would typically carry an admission fee, there must be a way for the Quilt to be viewed without cost.

## PROTECTING THE QUILT

**While the Quilt is with your organization, you are responsible for protecting it from damage.** The display room must be locked when there are no security monitors in the room. A security monitor should be posted near the Quilt at all times that the display site is not locked.

- Enlist volunteer groups or clubs to sign up as Quilt security monitors.
- Monitors can be volunteers or staff of the organization hosting the display.
- Before the display, hold a meeting of all the security monitors to discuss protecting the Quilt.

Monitors should understand the following information:

- The Quilt was handmade by the families and friends of people who have died of AIDS. **Each panel is unique and cannot be replaced.**
- No one may add anything to, remove anything from, write on, or otherwise alter a panel. (Should a visitor assert panelmaker status and claim the right to change a panel, call the Foundation offices immediately for assistance.)
- No one is allowed to smoke, eat, drink, or chew gum near the Quilt.
- Please do not pull on or step on the Quilt.

## USING A SIGNATURE SQUARE

A "signature square" is a blank piece of fabric which can be 3 'x 6', 6 'x 6', or even 12 'x 12'. Signature squares give display visitors a way to express their feelings about the Quilt and about HIV and AIDS. You may consider creating a signature square for your display or ordering a signature square from the Foundation. They are available from the Foundation in three sizes: 3 'x 6' for \$50.00, 6 'x 6' for \$100.00, and 12 'x 12' for \$150.00. If requested, the signature square will be shipped to your display with the shipment of the Quilt.

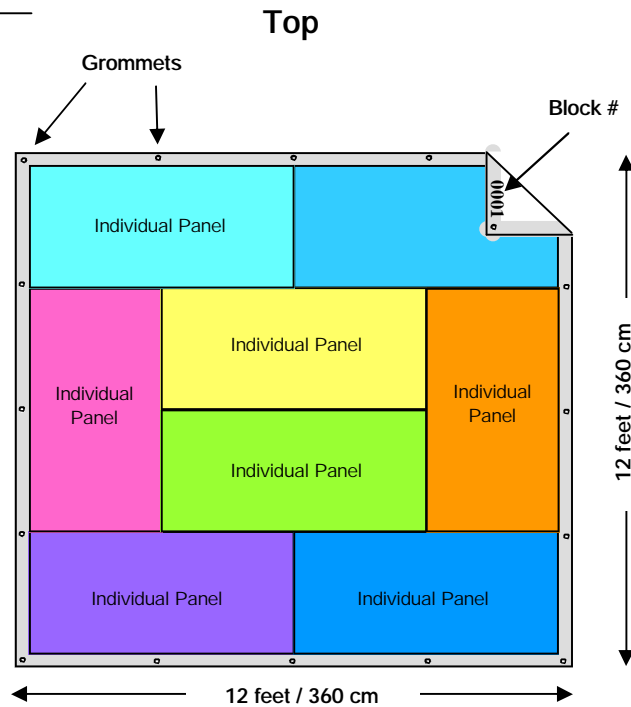
The signature square should be placed on the floor near or among the Quilt, with colored markers provided for guests to write with (always use "permanent" or "laundry" markers). Encourage guests to write comments on the signature square about the Quilt or someone they may have lost to AIDS. Remind them to write something they will be proud to show as part of your community's response to AIDS.

The organization hosting your display may keep and display the signature square as a reminder of the Quilt's visit. If the organization is unable to display the signature square, please return it to The NAMES Project Foundation, where it will become part of the Foundation's archives.

## SETTING UP A QUILT DISPLAY

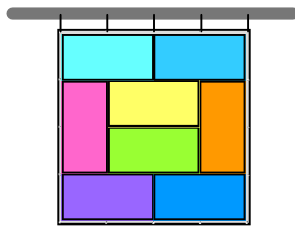
A block of the Quilt, or "section", is a 12 foot by 12 foot square (a "12x12") which typically contains eight panels, as in the example below.

Each 12x12 has five holes, or grommets, along each edge, which are used to hang the Quilt or to assemble a 24x24. The NAMES Project provides plastic cable ties for hanging the Quilt.



## HANGING SECTIONS OF THE QUILT

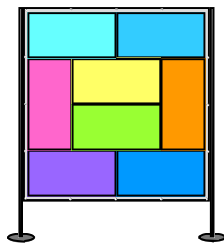
If you choose to hang the Quilt, please follow the guidelines below.



suspended from dowel

or

displayed against wall  
(attached at grommets)



freestanding

- Prevent the Quilt from dragging on the floor. Whatever you hang the Quilt from should be *more than 12 feet high*.
- Please don't hang the Quilt too high above the floor, as visitors should be able to read the panels at the top of the 12x12 (i.e. the top row shouldn't be higher than 16 feet.)

- Never hang the Quilt in front of a window or in direct sunlight.
- Never hang the Quilt near any source of heat, such as halogen lighting fixtures or heating vents.

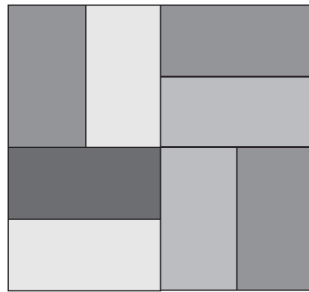
- Never bunch, tie, or drape the Quilt.
- Never hang the Quilt in front of a window.
- The Quilt's face must never touch the floor.

### The NAMES Project Foundation

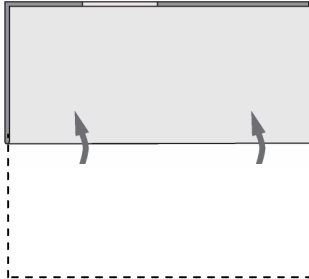
637 Hoke Street Atlanta, Georgia 30318

Phone 404.688.5500 Fax 404.688.5552 [www.aidsquilt.org](http://www.aidsquilt.org)

## SHIPPING AND RECEIVING THE QUILT



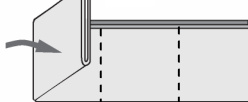
1



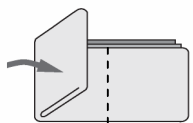
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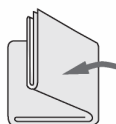
3



4



5



6



When folding the 12 x 12, block numbers should face the floor.

Folded 12 x 12s should be stored with the block number facing up.

The on-site coordinator (Host Committee Logistics Chair) is responsible for handling the Quilt while it is at your display.

### WHEN THE QUILT ARRIVES

The Quilt sections and cable ties will be shipped to your display site from Atlanta and will arrive one to three days before your display; when the Quilt sections arrive, the Logistics Chair or Coordinator should call The NAMES Project at 404.688.5500 to confirm arrival.

The Quilt sections must be kept in the shipping cartons in a locked storage area until you set up the display. Do not store anything else in the cartons while the Quilt is on display.

Begin your process by opening the envelope labeled "OPEN ME FIRST" included in your shipment. In this envelope you will find: folding instructions, return address labels, a fax sheet to report the Quilt's arrival, a fax sheet to report the Quilt's departure and tracking numbers, and a Quilt care sheet that will allow you to alert us to any needed Quilt repair on the blocks you have displayed. Please store these final two forms and the return address labels carefully so they are available to you at the conclusion of your display.

### WHEN YOU RETURN THE QUILT TO THE NAMES PROJECT FOUNDATION

After the display, carefully fold the Quilt sections according to the diagram at the left, then place the Quilt blocks back in the same cartons in which they arrived. Use the return shipping address labels when sending the Quilt back to the Foundation.

### THE QUILT MUST BE SHIPPED BACK THE NEXT WORKING DAY AFTER YOUR DISPLAY.

The logistics or Security Coordinator should call The NAMES Project at 404.688.5500 to advise when the Quilt has been shipped and to provide tracking numbers for the shipment.

## The NAMES Project Foundation

637 Hoke Street Atlanta, Georgia 30318

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