

OPEN AIR CAMPAIGNERS

SKETCH BOARD KIT - ASSEMBLY INSTRUCTIONS

ALSO CHECK OUT OUR BOARD KIT ASSEMBLY VIDEO AT:

WWW.OACUSA.ORG/BOARDKITOPTIONS.HTM

- You will need to obtain a 40" x 48" piece of 3/8" or 11/32" plywood with one good (smooth) side •

PARTS LIST

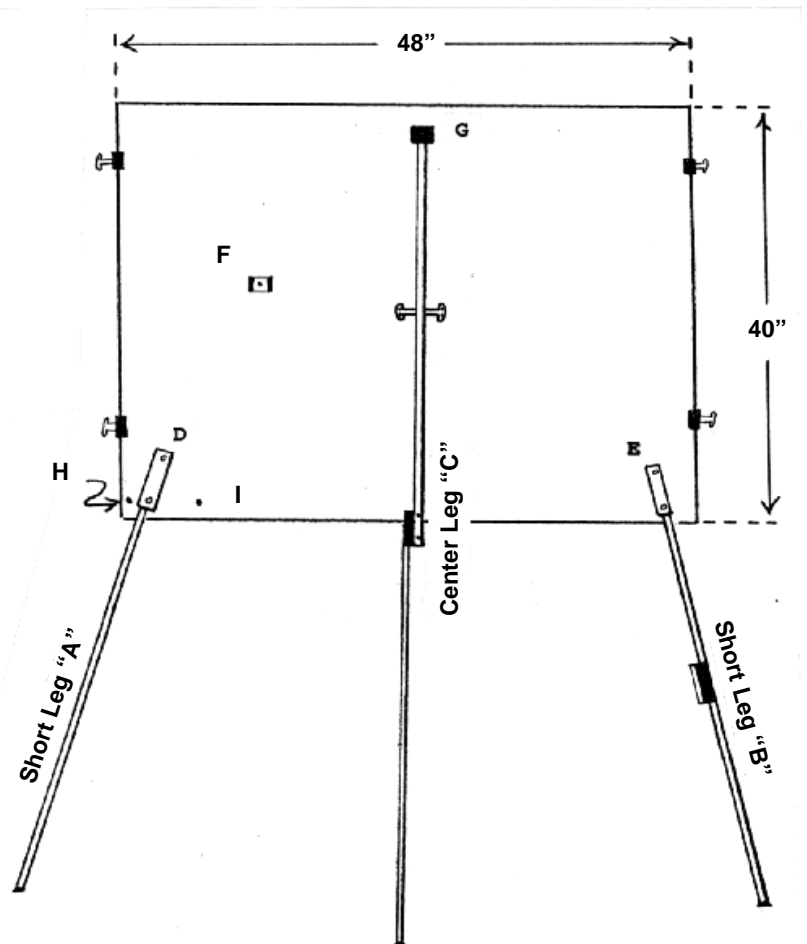
The following parts are included in this sketchboard kit:

- **12** Teenuts (size 10/24)
- **1** Carrying Handle
- **2** Short Legs ("A" and "B")
- **1** Long Leg ("C") hinged in the middle with a bracket hinge (We will call this the "center leg").
- **2** Aluminum Channel Leg Brackets ("D" and "E")
- **2** Short Aluminum Channel Brackets
 - One for holding center leg in folding position ("F" having one predrilled hole)
 - One for mounting the center leg onto the board ("G" having three predrilled holes)
- **2** Paint box hanger bolts "H" and "I"
- **3** 1 1/4" Bolts
- **1** Large Washer used to mount between bracket "G" and the board
- **8** 1/2" Bolts
- **1** Nut
- **4** Binder Clips for securing paper on the board
- **2** Stretch Cords (for securing board in windy weather conditions)

The Paint Box is a separate item not included with this kit. However, it may be ordered from OAC, (see our order form for details) or obtained locally.

Tools Required for Board Assembly

- Electric Drill
- 1/4" drill bit
- Screwdriver
- Pliers
- Tape Measure and Pencil
- Hammer
- Nail (#8) or awl for marking drill holes in the plywood



INSTRUCTIONS

NOTE: ALL MEASUREMENTS GIVEN IN THE FOLLOWING INSTRUCTIONS ARE TO BE MADE ON THE BACKSIDE (roughest side) OF THE PLYWOOD unless noted otherwise. You will want to use the one finished (smoothest) side of the plywood as the front of your board over which the newsprint paper will eventually be placed.

STEP #1

MOUNTING THE CENTER LEG

The hinged center leg C" is shipped to you already assembled in a two-piece hinged unit, however, you will need to use a small bracket (G) in order to attach the unit to the board. This bracket is the one having THREE pre-drilled holes (see figure 1) which is loosely attached to the center leg unit.

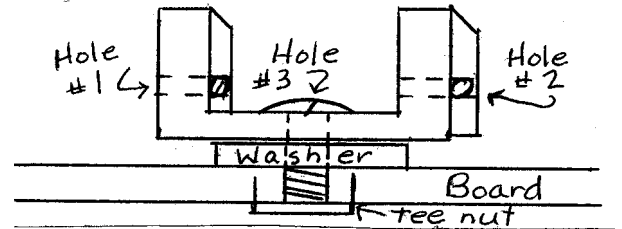


FIGURE 1
(Bracket "G")

Drill the hole for mounting "G" on the backside of the board, 37" up from the bottom and centered an equal distance between the left and right sides.

From the front (finished) side of the board, hammer a Tee-nut into the hole you've just drilled.

HELPFUL HINT:

A slightly longer bolt can be inserted if desired, then hammered around the edges so it cannot back out. This will help stop the back leg from coming off as the bolt has a tendency to back out over time. Or, at a local hardware or Home Depot store, you can obtain "lock tight" liquid and apply to threads. When this dries, it keeps the bolt from backing out over time.

Next, place a 1/2" bolt through hole #3 in bracket "G", making sure that the large washer is between your board and bracket "G" and fasten to the Tee-nut in the board with a screwdriver.

The center leg is then placed down into bracket "G", being sure that the shorter leg (with the rubber tip on it) is to the left (outside - closest to edges of board) and align the holes at the top of your center leg unit with the two remaining bracket holes (#1 + #2) in bracket "G". Secure by placing a 1 1/4" bolt through holes #1 and #2 using nut, but do not overtighten the center leg to the bracket, or the bracket to the board. You will need a small amount of "play" in order to swivel the center leg into folding position.

STEP #2

MOUNTING BRACKET "F"

This step will result in a bracket mounted on the back of your board for the purpose of holding the long third leg when it is folded up for travel. It will snugly snap into this bracket "F" to prevent the long leg from moving around in transit.

The hole you need to drill in your board for bracket "F" (the bracket having only one predrilled hole) should be located by measuring from the **left** side over 12" and up 21" from bottom of your board (**REMEMBER:** *These measurements and drilling are to be done on the back side of the plywood*). Insert a Tee-nut into the hole from the front of the board and secure with a hammer. Insert a 1/2" bolt through bracket "F" and screw it into the Tee-nut (see figure 2).

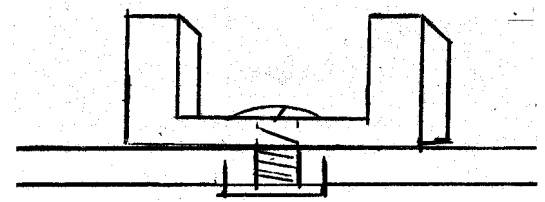


FIGURE 2
(Bracket "F")

STEP #3

MOUNTING OF THE LEFT SUPPORT LEG

The **bottom** hole for bracket "D" should be drilled 1" up from the bottom and 3" in from the left side of the board.

When mounting brackets "D" and "E", be sure to have the open side of the bracket facing the center of the board. A larger hole in the bottom of each bracket allows room for a screwdriver to pass through for securing bottom screw.

The **top** hole should be approximately 4" up from the bottom and 3 1/2" in from the left side. This will provide an appropriate angle for the legs once they are attached and placed in their opened position.

NOTE:

Due to differences in the predrilled hole locations in brackets "D" and "E", no measurement from the bottom up is given for the top holes. Simply place a nail or awl through the top holes of the bracket and tap gently with your hammer in order to mark the spot on the board, then drill the holes.

Tee-nuts are inserted from the front side of the board and secured with a hammer. A 1/2" bolt is inserted into the bottom hole of bracket "D" and screwed into the bottom Tee-nut.

The holes in the top of leg "A" are aligned with the holes in the top of bracket "D" (see figure 3). A 1 1/4" bolt is placed through the four holes and screwed into the top Tee-nut which will secure the bracket "D" and leg "A" to your board. The 1 1/4" bolt should be firmly tightened, but not overly tight to allow for standing and folding positions.

The leg may need to be firmly snapped/pushed into place in the upright position when it is new due to the rubbing against the lower bolt head within the bracket. In time, the leg will wear slightly and less pressure will be required.

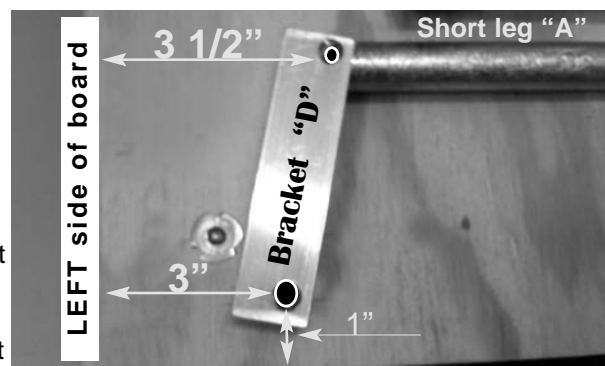


FIGURE 3
(Bracket D)

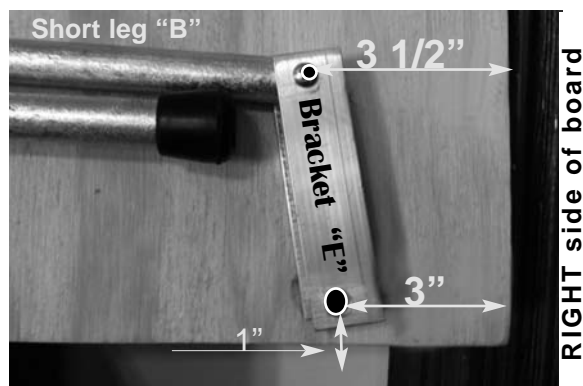


FIGURE 4

STEP #4

MOUNTING THE RIGHT SUPPORT LEG

The **bottom** hole for bracket "E" is drilled 1" up from the bottom and 3" in from the right side of the board. The **top** hole should be approximately 4" up from the bottom and 3 1/2" in from the right hand side of the board.

The procedure for securing the Tee-nuts, bracket "E" and the right support leg "B" are the same as found in STEP #3 (Mounting the left support leg).

NOTE: The right support leg has a special bracket attached (similar in appearance to brackets "A" & "B") which allow the legs to lock together when the board is folded. When attaching leg "B", make sure that the opening of the bracket is facing up (when folded) or facing the center of the board (when extended) for proper positioning.

STEP #5

MOUNTING THE PAINT BOX ATTACHMENT BOLTS

The first hole is to be drilled 2" up from the bottom and 2" from the left side of the board, rough side up (see figure 5).

The second hole is to be drilled 2" up from the bottom and 11" from the left side of the board making the two bolts heads 9" center-to-center.

NOTE: If you are left handed, you may wish to measure from the right side of the board instead of the left in order to hang the paint box from opposite side of the sketchboard.

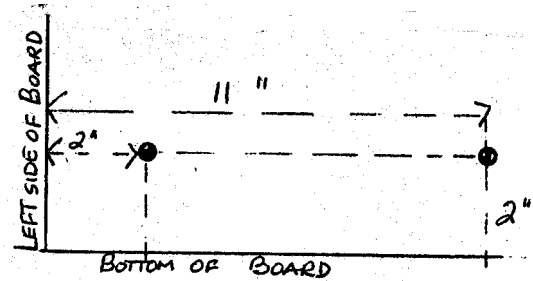


FIGURE 5

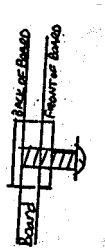


FIGURE 6

UNLIKE ALL THE OTHERS, these two particular Tee-nuts are then hammered in from the BACK of the board instead of from the front.

From the front of your board (see figure 6), screw in the two paint box hanger bolts.

STEP #6

MOUNTING THE HANDLE

Place the handle flat on the backside of the board, centered between the right and lefthand side. The exact location for mounting relative to the top and bottom of your board will vary from person to person. It should be located at such a distance so that it will be in a comfortable carrying position according to your arm length. Those with longer arm spans will find the handle most appropriate located a little further toward the bottom of the board. Others with shorter arm spans will find the handle most appropriate located a little closer toward the top of their board. If several people will be using the board, fasten the handle in the exact center.

Mark and drill appropriate holes into the plywood so they line up with the predrilled holes in the handle itself which you desire to use (2 or 4).

Hammer in the Tee-nuts from the front side.

The 1/2 bolts inserted placed through the pre-drilled handle hold handle holes and screwed into the Tee-nuts (see figure 7).

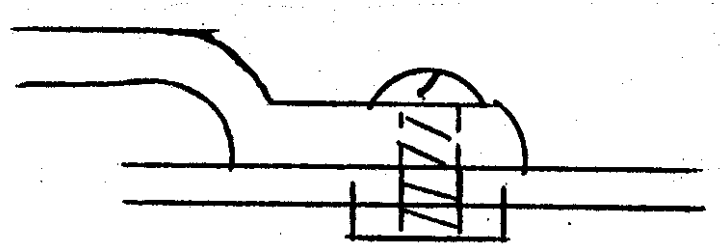


FIGURE 7

STEP #7

TESTING OUT YOUR BOARD

At this stage, your board is now fully assembled. It would be very helpful to practice folding and unfolding the unit so it will be a familiar process to you before launching out into the open air.

When folding the board, abide by the following procedure for best results:

1. Assuming that your board is fully unfolded and positioned on its three legs, stand at the back of your board, tip it forward slightly and fold the center leg in half, snapping the lower section to place in bracket F".
2. Hold the handle with your right hand and carefully flip the board so the legs are pointing up into the air and the top of the board is resting on the ground.
3. Fold leg "A" in a horizontal position. Bring leg "B" to horizontal position and snap legs together into the special bracket on leg "B".

A HELPFUL SUGGESTION

We have attempted to adjust the holding power of bracket "F" and the special bracket attached to leg "B" when it was assembled at our shop, however you may prefer them to either be a bit tighter or wish they would not be as tight as they are. Since they are made of aluminum, they are relatively easy to adjust. To tighten the holding power, brace them against something solid and tap with a hammer. Another method involves using a pair of regular or channel lock pliers and applying pressure. The same pliers can be used to pry the channel apart just a bit which will loosen their grip on the leg units.

PAINTING YOUR BOARD

Painting your board with an oil based floor or deck paint will help preserve and give it a cleaner and more attractive appearance. It will also make wiping off splattered paint much easier. (Suggested colors include gray, blue or white).

ELASTIC BUNGIE/STRETCH CORD TIE DOWN STRAPS

The two enclosed stretch cords are included to secure your board and need to be used each time you set up the board outdoors. Even a mild gust of wind can blow the sketch board over if no one is standing behind holding onto the handle. Therefore, if you secure the sketchboard to a tree, fence, etc., it is good "insurance" against potentially disrupting and even dangerous situations.

PAPER

We are pleased to announce that we now have newsprint paper available from our Central Services office (call or write for current pricing). Should you desire to pursue obtaining paper locally, you might find it profitable to approach the folks who print local newspapers and ask for the "end rolls" which come off of their printing presses. These rolls come in a continuous roll and need to be cut, however this newsprint is an excellent material on which to use the water base tempera poster paints and is worth the effort involved in cutting it into usable sheets. When the local newspaper folks are told that the paper is used to illustrate Bible stories, they are quite receptive and most of the time give the paper to our staff freely. Sometimes a small charge is made, but this is generally minimal.

Another source you might try would be a local art supply store. Many of these outlets carry, or can order, newsprint which would be the right size to use on your sketch board.

PAINTS

Paints to use on your sketch board are available through OAC, however, you may also obtain such material at your local art supply store. Ask for a water based tempera poster paint. We like to use the brand name "Rich Art" paints, but there are certainly other fine products available on the market.

Some of our staff have tried to use the powderbased paints, but most prefer the paste concentrate. We suggest diluting the concentrate 50/50 with water for a nice consistency which has proven the best mix over the years. Some individuals prefer their paints to be a bit thinner, others like it to be quite thick. Start out by mixing your paint 50/50 and experiment to obtain the consistency which suits you the best. In this way, a pint of concentrate will yield a quart of ready-to-use paint for open air ministry.

There are a multitude of colors available on the market today. We have found that the five primary colors (black, blue, red, yellow and green) are most satisfactory and can be mixed in various combinations in the event you desire additional colors and shades from time-to-time.

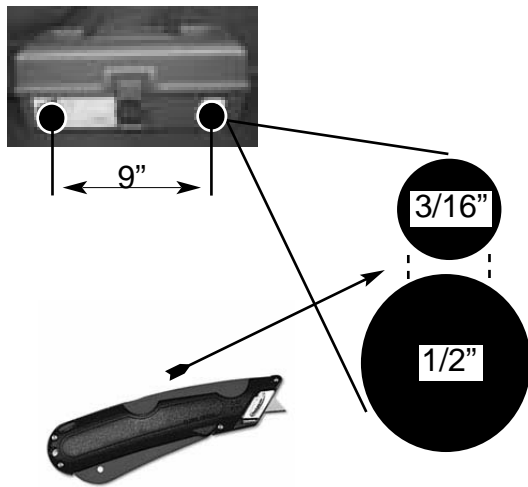


FIGURE 8

PAINT BOX

Most of our staff use a simple fishing tackle box which can be obtained through OAC or at any sports shop, WalMart, KMart or similar outlet.

You will need to drill a 1/2" hole on each side of your box 9" from center-to-center as seen in figure 8. Then, drill a smaller 3/16" hole directly above the 1/2" holes. Take a utility knife and cut down from the top holes into the bottom holes to form a "keyhole." Your box will now slip on top of the bolt shanks. With a slight downward pressure, the box will snap onto the bolt shanks, and the bolt head will keep the box from slipping off. To remove, simply grasp your paint box with both hands and lift up until the box is released from the bolts, then pull towards you to remove the box.

