1. **DAIS** - Align the back left quarter of the dais (marked number 1) with the side and back markings on the floor; be sure the lip edges of each quarter are on the outside and the flush edges are touching each other. Align the remaining quarters of the dais accordingly, making sure the sides are parallel to the boards of the floor.

2. **ALTAR** - Place the two triangular pedestals in the center of the dais with the inner faces parallel to each other. Lay the altar top on the pedestals and readjust so that all the pieces are exactly centered and the right pedestal is aligned with the markings on the dais.

3. **PODIUM** - Align the back of the platform with the back of the dais, place the podium directly in front of the platform and place a candlestick on each side according to the diagram.

4. **CHAIRS** - Replace the chairs as indicated in the diagram. Book holders connect the chairs; the holders with canvas slings are used only in the choir chairs --- the two rows on the steps under the organ pipes. To attach the holders, first insert the rounded end in the back slot then drop the square end in the front.

5. **BRASS STAND** - for the processional cross.