

**Early
Warning
Signs**

**Project
Manual**

Sign 1/4

2011-2021



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I. Welcome

Thank you for agreeing to adopt this ‘climate / change’ sign for the whole of this year, as part of Ellie Harrison’s Early Warning Signs project, launched in 2011.

You are now part of a rich history of venues all around the UK who have previously hosted one of the four signs. Please see p.7-16 for details, as well as the maps on the project website (below), tracking the signs’ movements around the country since 2011.

This Project Manual provides everything you need to know about the Early Warning Signs, including the project’s key rules and your responsibilities as guardian of this sign throughout the year.

Please ensure that all relevant staff read this Project Manual carefully. If you have any further questions, please contact Ellie Harrison directly or visit the project website:



07929 565 855



ellie@ellieharrison.com



earlywarningsigns.ellieharrison.com

[#earlywarningsigns](https://twitter.com/earlywarningsigns)

II. About the Project

The Early Warning Signs project was one of the outcomes of 'A Good Climate for Business' - Ellie Harrison's residency at Two Degrees festival at Artsadmin in London from 12-18 June 2011.

A series of four of these 'climate / change' signs was produced to be displayed outside Artsadmin on London's Commercial Street for the duration of the festival. They aimed to act as beacons for Two Degrees - utilising the brazen marketing techniques of capitalism, not as a tool to sell us more, but as a tool to simply remind us of the consequences of our consumption.

Whilst in residence, Harrison began to acknowledge the contradictions inherent in producing such material-heavy permanent signs for the sake of a one-week festival, especially one that was meant to be addressing issues of sustainability.

By the end of Two Degrees, it seemed vital for the festival's and the artist's integrity, that the four 'climate / change' signs be allowed to continue to promote their cause long into the future.

And so the Early Warning Signs project was born. In the spirit of her new mantra 'reduce, reuse, recycle your art' and in an attempt to address the responsibility the contemporary artist should have to the objects she produces, Harrison decided to become the facilitator of this life-long project to continue to tour the four signs to different public locations throughout the UK.

For more information about the ideas behind the Early Warning Signs project, and the issues it raises for artistic production and sustainability, please see 'A Good Climate for Business' - Harrison's guest blog post for Artsadmin, published July 2011.



ellieharrison.com/climatebusiness
[#earlywarningsigns](https://twitter.com/ellieharrison)

III. Host Venues

In autumn 2011, Harrison began searching for four host venues to ‘adopt’ the signs for the first full year of the Early Warning Signs project, in 2012.

The current and previous host venues for each of the four signs are listed on pages:

Sign 1/4 (yellow on black)	9
Sign 2/4 (green on black)	11
Sign 3/4 (red on white)	13
Sign 4/4 (blue on white)	15

Every year, the application process to find new host venues for the next year begins in August with an annual **deadline on the last Friday in October.**

Current host venues are asked to assist in this process by sharing details via their websites, social media and email lists using #earlywarningsigns, and directing enquiries to the project website:



earlywarningsigns.ellieharrison.com

#earlywarningsigns

Towards the end of December each year, the signs are transported so that they can take up residence in their new locations each January.

Please see p.17-25 for further information about the project's key rules and your responsibilities as a host venue, including organising and paying for this onward transportation.



Sign 1/4 (yellow on black)

Since 2011, this 'climate / change' sign has remained on public display - each year outside a different host venue around the UK.

Please see details below and on p.10:

2011

Two Degrees Festival, Artsadmin, London
Converse/Dazed Emerging Artists Award, London

2012

The Hidden Gardens, Tramway, Glasgow

2013

Eastside Projects, Birmingham

2014

Beaconsfield, London

2015

NN Contemporary Art, Northampton

2016

QUAD, Derby

2017

Attenborough Centre for the Creative Arts (ACCA),
University of Sussex

2018

Solent Showcase, Southampton

2019

Centre for Contemporary Art, Derry~Londonderry

2020

.....

2021

.....

To read each host venue's End of Year Report (see p.24),
please visit their respective page on the project website:



earlywarningsigns.ellieharrison.com

[#earlywarningsigns](https://twitter.com/earlywarningsigns)



Sign 2/4 (green on black)

Since 2011, this 'climate / change' sign has remained on public display - each year outside a different host venue around the UK.

Please see details below and on p.12:

2011

Two Degrees Festival, Artsadmin, London

2012

Dundee Contemporary Arts (DCA), Dundee

2013

Travelling Gallery, Edinburgh
(and various locations throughout Scotland)

2014

Gallery of Modern Art (GoMA), Glasgow

2015

Spike Island, Bristol

2016

Arcola Theatre, London

2017

ONCA Centre for Arts & Ecology, Brighton

2018

UH Arts, University of Hertfordshire

2019

Central Saint Martins, London

2020

2021

To read each host venue's End of Year Report (see p.24), please visit their respective page on the project website:



earlywarningsigns.ellieharrison.com

[#earlywarningsigns](https://twitter.com/earlywarningsigns)



Sign 3/4 (red on white)

Since 2011, this 'climate / change' sign has remained on public display - each year outside a different host venue around the UK.

Please see details below and on p.14:

2011

Two Degrees Festival, Artsadmin, London

2012

Centre for Contemporary Arts (CCA), Glasgow

2013

Castlefield Gallery & Lionel Dobie Project, Manchester

2014

FACT (Foundation for Art & Creative Technology),
Liverpool

2015

The Tetley, Leeds

2016

Edinburgh Printmakers, Edinburgh

2017

Deveron Projects, Huntly

2018

BOM (Birmingham Open Media), Birmingham

2019

Creative Factory, Middlesbrough

2020

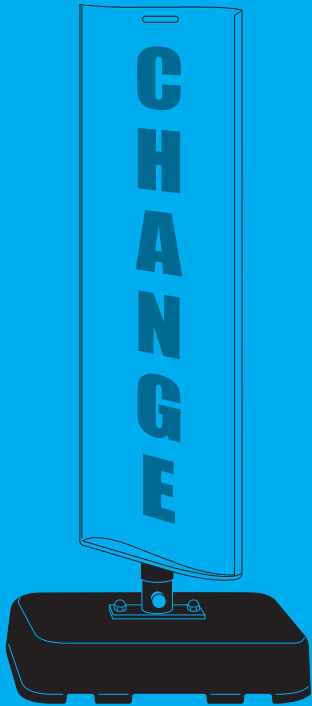
2021

To read each host venue's End of Year Report (see p.24), please visit their respective page on the project website:



earlywarningsigns.ellieharrison.com

[#earlywarningsigns](https://twitter.com/earlywarningsigns)



Sign 4/4 (blue on white)

Since 2011, this 'climate / change' sign has remained on public display - each year outside a different host venue around the UK.

Please see details below and on p.16:

2011

Two Degrees Festival, Artsadmin, London
Beacon Art Project, Lincolnshire

2012

Site Gallery, Sheffield

2013

Space Station Sixty-Five, London

2014

Aspex Gallery, Portsmouth

2015

Gallery of Modern Art (GoMA), Glasgow

2016

The Bowling Harbour Project, West Dunbartonshire

2017

ATLAS Arts, Isle of Skye

2018

Democracy House, Strachur

2019

Kinning Park Complex, Glasgow

2020

2021

To read each host venue's End of Year Report (see p.24), please visit their respective page on the project website:



earlywarningsigns.ellieharrison.com

[#earlywarningsigns](https://twitter.com/earlywarningsigns)

IV. Rules

In accepting the guardianship of this 'climate / change' sign for the whole of this year, you have agreed to adhere to the following conditions:

- The sign must be publicly displayed outside your building / office for the whole year, in a location/s agreed in advance with Ellie Harrison.
- The sign must be put out on display during all hours that your building / office is open to the public, except in very high winds (see p.20-21 for further safety information).

Your staff must take responsibility for the sign's safety, stability and security during this time. This includes:

- Preventing theft by ensuring it is appropriately secured using the chain and padlock provided (see p.23 for inventory of items provided).
- Ensuring that it does not pose a threat to visitors and passersby - especially visually-impaired people - either as a trip hazard or by spinning too fast in high winds (see p.20-21 for further safety information).

V. Responsibilities

All relevant staff must read this Project Manual carefully. Your venue must ensure that clear information about Early Warning Signs (including details taken from p.5-16 of this manual and the project website) is available to visitors and passersby throughout the year.

At the start of the year, you are required to email Ellie Harrison at least two high-resolution photos of the sign installed outside your building / office by the annual **deadline on the second Friday in January**. Please take *landscape* shots, with at least one wide and one closer-up, one of the ‘climate’ side and one of ‘change’.

Please also ensure that you:

- List Early Warning Signs on your website.
- Share posts on social media: particularly at the start / end of the year, and from August - October when the application process to find new host venues for next year takes place (see p.7).

Please like, follow and tag Ellie Harrison at:

 @blatantselfpromotion

 @ellieharrison

 @earlywarningsigns, using #earlywarningsigns

It is also encouraged that you consider programming talks and events relating to the issues raised by the Early Warning Signs project during the year. Examples can be found in the End of Year Reports (see p.24) published on each venue's page on the project website.

In 2014 and 2015 when GoMA in Glasgow adopted Sign 2/4 (see p.11) and Sign 4/4 (see p.16) respectively, Harrison was invited to become Associate Artist at the gallery. On 13 February 2015, she staged 'Dark Days'. Inviting one hundred people to stay overnight in GoMA's great hall as part of a pop-up community, the event created a vision of a 'post-art' future when our big municipal buildings may also need to be reused for alternative purposes:



ellieharrison.com/darkdays

At the end of the year, your venue is responsible for:

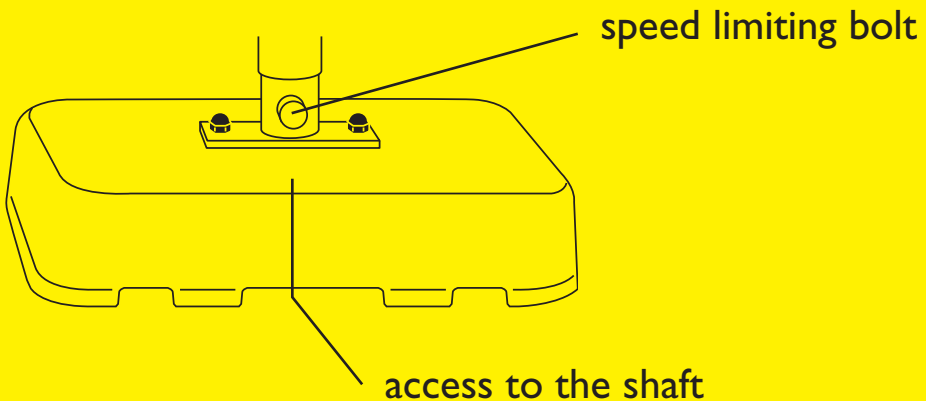
1. Replacing any lost or damaged parts (see p.23 for inventory of items provided).
2. Organising and paying for the onward transportation of the sign to its next host venue (see p.25 for further details).
3. Submitting a short End of Year Report by the annual **deadline on the second Friday in January** (see p.23-25 for further information about the end of the year process).

VI. Safety

It is vitally important that your staff team remain aware of the sign's presence outside the venue and monitor it closely in response to changing wind speeds.

As wind speeds increase, the sign may begin to pose a threat to visitors and passersby unless its spinning speed is correctly controlled using the speed limiting bolt fitted (see fig.1 below).

Figure 1



It is the responsibility of your staff to tighten and loosen this bolt in response to changing weather:

- On calm days the bolt can be fully loosened to allow for gentle spinning in little or no wind.
- On windier days the bolt should be tightened to restrict the spinning speed.
- In very high winds the sign should not be put out on display.

Allowing the sign to spin too fast will also cause premature wear of its shaft and bearings.

Due to the threat that street signage can pose to visually-impaired people, some UK Councils are now regulating its usage. It is your responsibility to investigate local bylaws and ensure you adhere to them when selecting a suitable location/s for the sign. Please also refer to Guide Dogs' 'Street Clutter' campaign for advice:



[guidedogs.org.uk/streetsahead](https://www.guidedogs.org.uk/streetsahead)

Ellie Harrison cannot be held responsible for damage or injury caused by the sign if these instructions are not adhered to.

VII. Maintenance

As well as monitoring the sign's spinning speed, your staff are also responsible for some basic monthly maintenance of its shaft and bearings to ensure its longevity:

- Check the underside of the sign's shaft (shown in fig.1 on p.20) and use a 4 mm allen key to tighten the central nut if it has loosened.
- Use a lubricating spray (such as WD-40) to keep this area well lubricated in order to prevent wear on the bearings.
- You may also use a rust protection spray (such as Rust Blocker) to minimise damage to any of the sign's exposed metal areas.

Although it is important that the sign's spinning mechanism remains operational, the gradual ageing and deterioration of its overall appearance is part of the Early Warning Signs project. This ageing is core evidence, not only of the power of the elements, but also that the sign has been put to good use.

VIII. Inventory

The sign should have been delivered to you with the items detailed below. Please check immediately on receipt and contact the previous host venue if anything is missing.

At the end of the year, your staff must again check this inventory and replace any missing or damaged parts (see manufacturer's contact details on p.26). This should be coordinated with assistance from Ellie Harrison.

- 1 x A5 'reusable' Project Manual in plastic folder
- 1 x metal sign* (appropriately packaged)
- 1 x base for sign* (unpackaged)
- 2 x bolts, nuts, black plastic nut covers, square washers* (used to attach sign to base)
- 1 x chain (used to secure sign when on display)
- 1 x padlock + keys

* Depending on how the sign has been transported to you, it may arrive already assembled (see p.25 for further details).

IX. Report

All host venues participating in the Early Warning Signs project are asked to produce a short End of Year Report (including images, quotes, insights etc.) to summarise the experience of looking after the sign throughout the year.

This can include the positive and/or negative responses of passersby, gallery visitors and staff to the sign's presence, or to the responsibility that it has entailed over the course of the year. Staff are advised to keep a notebook alongside this Project Manual in an easily accessible place, so that information and anecdotes can be collated throughout the year.

Reports should be submitted to Ellie Harrison via email by the annual **deadline on the second Friday in January**, ready to be published on your venue's page on the Early Warning Signs website later that month.

The archive of End of Year Reports is expanding over the lifetime of the project - tracking each of the signs' movements around the country and offering insights into developing attitudes towards climate change in the arts sector and beyond.

X. Onward Transport

The final responsibility of the host venue at the end of the year, is to ensure the safe onward transportation of the sign to its next host venue, so that the life-long tour can continue.

This should be organised with assistance from Ellie Harrison towards the end of the year.

The sign may be disassembled to ease onward transportation. This is done by removing the two main bolts which attach the sign to the base (shown in fig. 1 on p.20) using an adjustable spanner or 15 mm ratchet.

The metal sign and all the additional smaller items (listed in the inventory on p.23) should be appropriately packaged. The base can be transported unpackaged. Please use the specifications below to get quotes for transportation if necessary (or see the sign's fully assembled dimensions on p.26):

- Base (unpackaged): 495 x 495 x 100 mm (approx 15kg)
- Sign (packaged): 460 x 1320 x 110 mm (approx 10kg)

XI. Specifications

The four signs were originally manufactured by the UK-based company Rotosigns. They can also be contacted directly for advice or spare parts:



01902 404 008



sales@rotosigns.com



rotosigns.com

The signs are the 'Maximet' model:

- Total weight: 25kg
- Total Dimensions: 1155 x 495 x 495 mm

**Early Warning Signs
Project Manual**

Ellie Harrison

First published 2012

Revised 2016

This 'reusable' edition published 2018



**REDUCE
REUSE
RECYCLE
YOUR ART**

