# Instructions for Constructing a Window Visual

These instructions are intended to help worship planners create “the window” worship visual from a large cardboard box and materials readily available at a local craft store.

You will need:

- a large box with one side the size of the outside dimensions of “the window”
- an exactor knife and straight edge
- hot glue gun or crafters glue
- tacks or staples
- “nighttime” and “daylight” fabrics large enough to cover “the window” from behind
- 2 2-inch curtain rings (optional)
- fabrics in Advent colors for swags (optional)
- flame retardant spray
- Advent candles and evergreens

1. Find a sturdy cardboard box with one side **the size of the outside dimensions of “the window”** you wish to create. Possibly can be found in the local recycle bin.

2. **Remove the side of the box** that is opposite “the window”. With “the window” part of the box sitting upright on a table, also **remove what would be the “top” and “bottom” of the box.** You now have a 3-paneled piece – “the window” and two sides.

3. You may wish to **cut the “sides”** of the box to a finished width of several inches (12”-24”). The “sides” give your “window” good stability when it is standing upright on a table. They also provide a visual blind so that materials or a spotlight behind the window are not a distraction in the worship space.

4. Based on the style of window you are creating, **cut *only* the panes** out of “ the window” of the box.

5. OPTIONAL. A "woodwork frame" for the window may be created by **gluing layers of cardboard to the exterior frame** of the window. Miter the final layer for the effect of woodworking. This gives “the window” a 3-dimensional appearance.

6. The window frame may be **finished with spray paint or wood grain contact paper**.

7. Select a “night” fabric and a “daylight” fabric. **Cut and finish the fabrics** so that they are the full width of the entire interior (panes plus window frame) of the window box; and several inches longer than the (6”) length of the window.

8. On a table, **place the “night” fabric on top of “daylight” fabric** with the wrong side of the “night” fabric against the right side of the “daylight” fabric**. Glue, stitch or staple the fabrics together along the top edge.**

9. With the right sides of the fabrics facing out the window from the inside**, staple or tack the fabrics to the inside of the top frame of the window. (**Do not permanently glue since the "night" fabric will be removed later in Advent.) Fabrics should now be hanging with the "night" fabric showing as you look into the window from the worship space. The "daylight" fabric is hanging behind it.

10. If you wish to have a window dressing for the window, 2" curtain rings may be hot glued to the window frame. An appropriate length of fabric can be threaded through the rings (purple for weeks 1,2,4, adding pink for week 3, adding white (and gold) for Christmas and Epiphany.)

11. **Place "the window" on the worship table**. Set up the backlight behind "the window". The area in front of this "window" may be used for arranging the Advent candles. ***BE ESPECIALLY CAREFUL OF FIRE SAFETY*** when using lighted candles and a backlight near this worship visual. ***Spray "the window" and fabrics with flame retardant spray.***

12. During Week 1 the window will be full (or nearly full) "night" with the "nighttime" fabric fully lowered in the window – or a very small part of the lower corner may be lifted to allow a peak of "dawn" to show. In order to move from the "night" of week 1 to "daylight" for week 2 and so on leading up to Christmas, **roll (or cut or fold) the "night" fabric part way up each week**, revealing more and more of the "daylight" fabric. A backlight may be used behind "the window" after week 2 to help make the "daylight" glow.

13. The "night" fabric may be removed entirely from "the window" for Christmas and Ephipany.

14. We welcome pictures of your "windows". Please send them to:

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