

TBMA PRE-ARRIVAL MASTER LIST (EQUIPMENT, CONTENT)

ARTIST / TITLE:

DATE of request:

REQUESTOR:

CURATOR:

SINGLE SHIPMENT / MULTIPLE SHIPMENTS? (eg -3 shipments expected - 2 from the gallery and one from the artist)

I. DESCRIPTION/remarks

-----INSTALLATION GUIDE?

II. CONTENT

1. **Preservation format;** media type: _____
Expected? Y/N IF NO, anticipated source? (Artist, vendor, to be created at SAAM...)_____
 2. **Access format;** media type: _____
Expected? Y/N IF NO, anticipated source? _____
 3. **Exhibition format;** media type: _____
Expected? Y/N IF NO, anticipated source? _____
- N/A:** (Explain-- eg: This is a CCTV installation - no recorded content)

III. EQUIPMENT / DISPLAY MASTER LIST: Please list ALL ITEMS necessary for display

	ITEM	SOURCE? (Artist, gallery, SAAM EXH stock, to be purchased...)	Date received + SAAM ID number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			