TBMA INSTALLATION PLANNING GUIDE

Artist
Title, Date, Medium
Number (acc’n, TL, Loan)

Information provided by: (name/signature)    DATE:

DISPLAY PROPOSAL (please consult Installation Parameters as needed)
Generally speaking, how would you plan to show it? In some cases, may need to write up 2 versions of the planning guide:
1. If exhibited as film/analog (16mm? 8mm? looped v. linear play? Original print? Copy print? VHS? Beta? Reel to Reel?)
2. If exhibited as digital (Carrier type? DVD, CD, thumb drive, CPU...)

STAFFING ESTIMATES
# and type of specialists required (Certified electrician? AV Tech? Conservator? Registrar?)
# of art handlers in addition to specialists

TIME ESTIMATES
I. Pre-install gallery prep
II. Installation
III. Testing and trouble-shooting
IV. De-installation

TECHNICAL NEEDS of exhibition space (# of outlets, placement of same, wiring, lighting)

PHYSICAL NEEDS of exhibition space (millwork, pedestals, special paints, flooring or finishes)

CONSUMABLES/ GALLERY MAINTENANCE (replacement bulbs, air filters, housekeeping needs)

POTENTIAL HAZARDS
1. During installation
2. While on display

WHAT IS MOST LIKELY TO GO WRONG?

SUGGESTED BACK-UP EQUIPMENT ( + personnel)