

**TBMA** **INSTALLATION PLANNING GUIDE**

Artist

Title, Date, Medium

Number (acc’n, TL, Loan)

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**Information provided by:** (name/signature) **DATE:**

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**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…)

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**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)**