

Time-Based Media Artwork – Exhibition Report

This report documents a specific **iteration** of a Time-Based Media artwork from the Whitney's permanent collection - it captures details about how the work was exhibited.

Date	
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Object Identification

Artist		Iteration-Specific Image
Title		
Edition		
Date		
Object Number		
Credit Line		
Medium		

Exhibition

Title	
Date	
Venue	

Iteration-Specific Summary

Any notes about what makes this iteration unique

Wall Label and Contextual Information

All text and data presented on the wall label from the exhibition and other information created for the visitor experience
Wall Label
Exhibition Audio Supplement [Transcribed]
Additional Notes

Iteration Credits & Roles

Curator(s):	Registrar(s):	Art Handler(s):
Exhibition Designer(s):	Artist(s):	Consultant(s):
Media Technician(s):	Artist(s) Assistant(s):	External Company:
Conservator(s):	Fabricator(s):	Other(s):
Who installed the artwork? Total estimated time for installation? (list names, skillsets, and time—hours/days per person)		
Was the artist present during the (entire) install? If not, how (closely) did the artist monitor/influence this iteration?		
Evaluation of this iteration		
Was the iteration considered to be successful, or unsuccessful? Why?		
Did the artist(s) see and/or approve this iteration?		
Were there any unsolved problems or suggestions for future improvements?		
Public reception of this iteration including press reviews, etc.		
Visitor feedback and interaction, incidences, damages during exhibition, etc.		
Further documentation of this iteration		
Video		
Images		
Artist Interview		
Artist Assistant Interview		
Layout / Elevation		
Wiring Diagram		

Space as Installed

Description	Technical Information	Decided/Approved by
Installation context: space dedicated, or shared with other works		
Room shape and dimensions		
Temporary walls included		
Ceiling height		
Ceiling (color, paint [brand, product] etc.)		
Wall surface (color, wallpaper, paint [brand, product] etc.)		
Flooring (native gallery floor, carpet [brand, product] etc.)		
Sound level and insulation (sound abatement, sound panels [brand, product] etc.)		
Light level, quality and direction; light insulation (curtains [brand, product])		
Position and mounting of display equipment (incl. speakers)		
Position and mounting of playback equipment		
Projection distances		
Screens (size, material [brand, product])		
Size of image		
Placement of image (elevations)		
Preparation of projection surface (reflective paint [brand, product])		
Other		

Equipment as Installed

Descriptions (incl. amount, make, model etc.)	Component Number	Decision-making	Decided/Approved by

Exhibition Copies

Format (including resolution, frame rate, bitrate, encoding, etc)	Component Number	Decision-making	Produced/Approved by

Other Installation Components, as Installed

Descriptions (incl. sculptural components, stands, benches, pedestals etc.)	Decision-making (if n/a: Component Number.)	Decided/Approved by
Space between plinths and height of plinths	Decision-making (if n/a: Component Number.)	Decided/Approved by

Benches/ furniture: shape & position	Decision-making (if n/a: Component Number)	Decided/Approved by
Other	Decision-making (if n/a: Component Number.)	Decided/Approved by

Technical Setup

Description	Technical Information	Decided/Approved by
Looped		
Timed		
Synched		
Controlled		
Amperage in space/at equipment		
Conditioned power		
Cabling		
Settings		
Other		

Iteration-Specific Modifications to the Artwork

Descriptions	Technical Information	Decided/Approved by

Further Installation Details

Descriptions	Technical Information	Decided/Approved by

Maintenance and Repairs

Include any notes about repairs/maintenance done on the work prior to installation, as well as any repairs/maintenance work performed during the exhibition		
Descriptions of work	Labor time	Conducted by

During the Show: Safety and Security

Guards	Guard dedicated to this work	
	Circulating guard, approx. every (hrs, mins)	
Security	Stanchions, pedestal, barriers	
	Other safety and/or security measures	
Signage	Parental guidance	
	Other warnings	
	Fire exit	
Visitors	Incidents and/or damages during the show (attach reports)	
	Visitors complaints (e.g. content)	
Legal	Permission obtained (valid until...)	

Report Completed by:

Name	
Title	
Signature	
Phone	
Email	
Date	

Appendix

Appendix A: Images

Appendix B: Floor Plans, Elevations & Technical Drawings

Appendix C: Correspondence

Appendix D: Metadata & Checksum

Appendix E: Source Code

Appendix F: Additional Notes/Miscellaneous

Appendix G: Incident Report

Appendix H: Information Sources