**Iteration Report**

**Artwork**

Accession No. :

Lab No. :

Title:

Artist:

Date (of artwork and/or iteration):

Report Date:

Conservator:

**Exhibition**

Title and date:

Venue:

**Location/Filename of Video of artwork in action in installation:**

Acc no.\_artist last name\_lab number\_IterationReport\_ArtworkPlayback

**Location/Filename of Video of artwork’s place in installation:**

Acc no.\_artist last name\_lab number\_IterationReport\_InstallationContext

**Parties Involved**

*List of names and roles of all parties responsible for the final appearance of the installation i.e. curators, exhibition designers, art-handlers, registrars, technicians, external contractors, artist’s assistants, conservators, and any others.*

**Artist Involvement**

*Was the artist present/represented during the install? If not, how closely did the artist monitor/influenced this iteration? Did the artist see and/or approve this iteration?*

**Installation Images**

*Insert images.*

**Space**

*Insert plan or layout*. *Credit all decision-making.*

|  |  |
| --- | --- |
| Room dimensions and ceiling height: |  |
| Wall and ceiling color and preparation:  |  |
| Flooring (i.e. native gallery flooring): |  |
| Entrance & exit points: |  |
| Visitor interactions and flow: |  |
| Adjacent artworks: |  |
| Light levels: |  |
| Sound levels and insulations used: |  |
| Equipment mounting and position: |  |
| Projector throw distance(s): |  |
| Screen/projection dimensions (or both): |  |
| Distance from floor: |  |
| Screen type and placement: |  |
| Placement of stanchions/barriers/security: |  |

**Exhibition Copies**

*Provide component number, format, resolution, frame rate, bitrate, encoding etc.*

**Equipment**

*Provide a list and images of equipment used in this rendition, incl. makes and models for each item, and decision-making. List if dedicated or not.*

**Other Installation Components**

*Describe and provide images of other sculptural components; stands, benches, plinths, pedestals etc. were used, provide description and dimensions.*

**Technical Set-up and Settings**

*Describe whether the work was looped, synched, amperage, cabling, power and settings.*

**Iteration-Specific Modification**

*Describe and provide images of any modifications that were made to the artwork during this iteration and decision-making.*

**MAINTENANCE DURING EXHIBITION**

*List out of ordinary maintenance including labor, out-of-hours calls, technical problems, etc.*

**DAMAGE REPORTS**

*list any visitor related or traffic related damages*

**EVALUATION**

1. Was the iteration considered successful, or less successful? Provide details.
2. Were there any unresolved problems or suggestions for future improvements

**Report End Date:**

*As the maintenance and evaluation section are ongoing, please list the date that this report was actually completed and filed.*