**Installation Report**

**Artist**:

**Title**:

**Acc. No.** :

**Lab. No.** :

**Type**:

**DESCRIPTION**

Full description of installation, media types, channels, look, sound quality, dimensions. Include photos and additional documentation.

**EXHIBITON FORMAT**

**Media type:**

**Channels:**

**Runtime:**

**Frame Rate:**

**Aspect Ratio:**

**Audio** (mono, stereo, Dolby 5.1, etc)**:**

**Synchronization** (time code reference)**?**

**Additional Media Information** (stock, coatings, slides mounted, disc structure, etc.):

**Exhibition Copy Information** (DAMS? Spare copies?):

**EQUIPMENT**

(make, model, supplier, specs, dedicated, non-dedicated, needs to be purchased every time, cables, etc.)

**INSTALLATION SPACE SPECIFICATIONS**

|  |  |
| --- | --- |
| Room dimensions and ceiling height: |  |
| Wall and ceiling color and preparation: |  |
| Flooring (i.e. native gallery flooring): |  |
| Dedicated gallery required? |  |
| Corridors/provisions for sound/light bleed: |  |
| Lighting type/requirements: |  |
| Sound levels and insulations used: |  |
| Screen type and placement: |  |
| Screen/projection dimensions (or both): |  |

Indicate artist preference or artist required vs. past standards:

**SIGNAGE REQUIREMENTS/CREDIT LINES/PRINTED ELEMENTS**

(Agreed upon language for media, material, credit lines, etc. if applicable).

**Technical expertise necessary/Electrical Specs:**

(240/110V, sockets, amp rating, power conditioning, etc.)

**MAINTENANCE DURING EXHIBITION:**

**ADDITIONAL CONSIDERATIONS:**

(artist/curatorial commentary)

Name:  
Date: