

Requirements for Installing Video Artwork

V tape

Artist _____

Title _____

Date _____ Owner _____

Reference No. (Accession number/database number/loan reference number) _____

DESCRIPTION

Description of what the installation looks and sounds like when operating correctly:

Number of channels/media type/primary mode of presentation/media format/sound/colour _____

General dimensions for the installation _____

Installation photographs (if available, list) _____

Supplementary documentation, photographs/plans/video (if available, list) _____

EXHIBITION FORMAT DETAILS

Media format (dvd, media file, etc.) _____

SD HD NTSC PAL SECAM

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EXHIBITION FORMAT DETAILS (continued)

Duration (if looped, indicate duration of black on loop) _____

If **more than one channel**, indicate whether synchronized _____

For **slide-based works**, indicate whether the slides are mounted and stock details _____

For **films**, indicate if shown on a loop/type of stock used/presence of coating _____

For **video discs**, indicate frame accurate searching enabled/authored commands/structure of disc (titles, chapters)

For **audio works**, indicate stereo/mono/Dolby 5.1 etc. _____

For **computer-based works**, indicate the file name and location of any executable files _____

Details of available backups and spares _____

EQUIPMENT LIST

List all equipment necessary for the proper display of the artwork, noting description, make, model, supplier:

EQUIPMENT LIST (continued)

Note which equipment is included in the loan of the work and which will need to be purchased or rented for display or loan:

Note which equipment is dedicated vs. non-dedicated, i.e. comes with the piece such as a hard drive, or equipment to be supplied by the exhibitor:

Note location of dedicated equipment _____

STAFF AND TIME REQUIREMENTS

Note the number of people necessary for proper installation and necessary skill sets. Indicate the amount of time necessary to complete the installation:

DETAILS OF THE INSTALLATION SPACE

Attach numbered plans showing the following:

Physical space requirements

- entrance/exit
- public flow
- seating/no seating
- position of seating
- corridors to limit light or sound spill
- ceiling height
- flooring specifications
- ceiling details if false ceiling is required
- wall and ceiling colour
- space between plinths and height from the ground
- special requirements for proximity to other art works (e.g. sound bleed, light bleed)
- any other construction required
- details such as skirting

Equipment and projection specifications

- position of equipment (speakers/projectors/players etc)
- position of equipment cupboard and access to equipment cupboard
- projection distances
- screens
- size of image
- height of image including height from the ground

Audio and lighting specifications

- sound insulation details and position
- identify channel sources with and without audio
- acoustic specification – including sound levels
- lighting requirements

ATTACH ELECTRICAL SCHEMATIC AND INSTALLATION DIAGRAM

ATTACH LIST OF OTHER MATERIALS REQUIRED FOR THE INSTALLATION

- cable specifications (attach wiring diagram)
- brackets
- ceiling support of any suspended objects
- equipment cupboard – with shelving
- benches/seating
- plinths
- special signage
- exit signs
- barriers
- special high reflectance paints
- screens

SPARES AND CONSUMABLES

Lamps/filters _____

Backup equipment _____

TECHNICAL KNOWLEDGE NEEDED FOR THE INSTALLATION

Describe the degree of knowledge necessary for technicians, including construction, particular technologies, electrical systems, computer programming etc. This is especially important to note when lending the work, as borrowing institutions may not have the expertise on staff:

ELECTRICIANS NOTES

Some electrical elements may be integral in representing a key quality in the installation. Designate these elements that may not be modified by electricians without prior approval by the artist, collector or appropriate museum staff member:

POWER REQUIREMENTS

220 Volt/110 Volt _____

Number of sockets _____ Approximate rating in amps _____

Power conditioning required _____

Number of constant power supplies (in equipment room/in the space) _____

Number of supplies that will be switched off nightly from central switch (in the equipment room/in the space):

SYNCHRONISATION DETAILS

Time code reference _____

Special authoring requirements:

System used _____

Degree of accuracy _____

KEY OPERATIONAL NOTES

Switch on and off procedures:

MAINTENANCE REQUIREMENTS

Nature and frequency of maintenance:

Number of people required _____

Skill level _____

Details of likely operational failures:

HEALTH AND SAFETY DETAILS

Some institutions perform risk assessments of time base media collections. In addition to risks of equipment and media obsolescence, health and safety risks may include exposure to high voltage or risk of implosion from exposed cathode ray tubes. Are any of the components potentially dangerous to the installation crew? If so, describe the necessary precautions:

Are any components potentially dangerous to the public? Consider – light levels/entrance and exit arrangements/sound levels:

LIST ANY SIGNIFICANT FACTORS TO CONSIDER DURING INSTALLATION

Some aspects of media installations may benefit from special notation in the Installation Instructions, especially when lending:

- Has any of the equipment been modified by the artist?
- Is any of the equipment no longer easily available?
- Are any of the components sculptural objects requiring different skills?
- Do any components require the wearing of gloves?
- What is most likely to go wrong?

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KEY QUALITIES: ARTIST'S REMARKS

Describe which aspects of the work are key to a successful installation, whether it be straightforward screen size and ratio or more subtle indications such as sound levels (for example, "just loud enough to be uncomfortable").

In addition, please note which aspects require more attention in the installation process. Together, these key qualities form a summary to guide the long-term care for and preservation of the integrity of the work.

Vtape Representative

Signed _____ Dated _____

Artist

Signed _____ Dated _____

Client

Signed _____ Dated _____